VILLA JULIE
COLLEGE

The name that opens doors.

Student Handbook
1997-1999

FOR READY REFERENCE

To call the College

The telephone number is (410) 486-7000. The switchboard is open from 7:30 a.m. to 10:00 p.m. on Monday through Thursday, from 7:30 a.m. to 5:00 p.m. on Friday, and from 8:30 a.m. to 4:00 p.m. on Saturday. Hours vary during summer months and in January. Messages received for students will be placed in their mailboxes. Faculty and students will be called from classes for *emergency reasons only*.

Additional numbers for the College:
(410) 486-7001 - Admissions Office
(410) 486-7003 - Career Services

Pay phones are available for student use. Their locations are:
(410) 486-9872 - Lobby, Learning Resource Center
(410) 486-9793 - Learning Resource Center, near stairway leading to second floor, Library
(410) 653-9823 - Student Union, gym floor, near equipment room
(410) 653-9824 - Student Union near Dining Area
(410) 653-8318 - Theatre Lobby near Academic Center
(410) 653-8319 - Theatre Lobby near Academic Center

What to do in case of snow or other inclement weather

Special radio announcements in the name of Villa Julie College will be made when the College is to be closed, or classes are to be late because of snow or other inclement weather. On such days students are urged to tune in early in the morning to WBAL or other local radio stations for announcements. Closing and delay information is also available by calling our pre-recorded inclement weather hotline at (410) 486-SNOW (7669).

Morning classes. Sometimes, when weather conditions are bad but not severe enough to warrant closing the College, the first one or two hours may be canceled. But, to be sure, all students are urged to listen to early morning radio announcements.

Afternoon classes. When necessary, because of changing weather conditions, special radio announcements concerning afternoon classes will be made later in the morning in the name of Villa Julie College.

Evening classes. Special radio announcements for Villa Julie will be made after 4:00 p.m. if evening classes are canceled. Otherwise, classes as usual. Listen to the radio stations and be guided accordingly, so the College switchboard will not be flooded. Your cooperation will be appreciated.

CAMPUS LIFE

COLLEGE POLICIES

GENERAL INFORMATION

AND

REGULATIONS

Villa Julie College does not tolerate
lying, stealing, cheating, or substance abuse.

Students are responsible for reading
and complying with information
contained in this handbook.

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GREETINGS FROM THE PRESIDENT

My dear students,

Welcome to Villa Julie. The time you spend here should be for you a time of intensified learning, growth, much joy, and great personal fulfillment.

As you progress through your Villa Julie experience, you can have the satisfaction of knowing that you are attending a unique college, one that specializes in career preparation along with a solid liberal arts undergirding, a college with a wide reputation for excellence.

This handbook is designed to help you over the rough spots. For the questions it does not answer, your instructors, the entire staff and I will be glad to help you. Don't hesitate to ask us.

These years, short as they will seem when you look back on them, are precious. They represent your time to develop the self-confidence that is rooted in knowledge—the knowledge of yourself, of others, of our planet, indeed of the universe beyond. They are your special time of freedom to explore, to question and to learn.

The value you will get out of all this will be directly proportional to what you put into it.

Meanwhile, the faculty and I look forward to helping you achieve your best self.

Sincerely,

Carolyn Manuszak

Carolyn Manuszak
President, Villa Julie College

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Students,

Hello and welcome. Life at Villa Julie College is filled with many challenges and memorable experiences. The challenges ahead may sometimes seem difficult, but with the help of fellow students, faculty, and administrators, even the seemingly impossible can be within reach.

There is much to be gained from college in addition to an academic education. College should indeed be more than just work. Involvement in extracurricular activities makes college life a much more fulfilling experience.

To the adult returning and part-time students who will be joining us on campus this year, we extend a special word of welcome. We look forward to our association with you. We can profit from your experience and will value your input in all phases of campus life. (As a matter of fact, officers of the Student Government Association often include interested adult students.) So, if you're new on campus we hope that you will participate freely, as your time and schedule will permit.

We, of the Student Government Association, are here to serve to serve all, but it is only with total involvement that our activities can be successful. Together we can make it happen.

Good Luck!

The Student Government Association

ETHICS CODE

Villa Julie College is committed to academic excellence and to the belief that the attainment of academic success depends on each student's commitment to ethical behavior. This is attained only if each student understands the value of and demonstrates personal integrity, academic honesty, and ethical behavior. Therefore, acts of cheating, dishonesty, and other unethical behavior cannot and shall not be tolerated.

I. Academic Ethics

All students are expected to adhere to ethical principles in all of their academic endeavors in class, in research, and in the presentations of their class assignments, tests and term papers.

Unethical acts include, but are not limited to, the following:

A. On quizzes, tests, or other types of examinations done within or outside the classroom:

1. Copying from another's work or from unauthorized materials or aids, such as "crib sheets," or aiding such copying;
2. Obtaining, giving, receiving, possessing, or using without authorization information about the contents of such tests.

B. On assignments to be done within or outside the classroom:

1. Copying, sharing, giving, or receiving assistance on a report, project, or other work, written or otherwise, in whole or in part, except as expressly permitted by the instructor;
2. Plagiarizing, that is, using the published or unpublished words or ideas of another, as a direct quote or a paraphrase, without properly citing the material used and its source;
3. Presenting another person's work as your own.

C. For any type of academic task, using or attempting to use offers of material or other favors or rewards or other types of bribes in order to influence a grade or other type of evaluation.

It is the hope of Villa Julie College that the negative acts listed above will clarify for the student the expectations for honest and ethical academic behavior, and that each student will maintain his/her integrity and honesty through self-monitoring procedures. However, should the standards of the College be violated, students will be liable to at least the sanctions set forth below. Instructors may employ other sanctions consistent with College policy including, but not limited to, a lowered or failing grade for the assignment or for the course.

II. Procedures and Sanctions - Violation of Academic Ethics

A. Whenever a faculty member has reason to believe that a student has violated any of the principles or intent of this code, the faculty member shall confer with the student to discuss the apparent evidence for the alleged academic ethics violation, to counsel the student on the significance of academic honesty and to communicate the penalties which may be assessed. If the incident is not resolved to the satisfaction of both the student and the faculty member, the latter shall make an oral report to the Dean of the College, who will take such action as appropriate.

B. Whenever a faculty member or the Dean of the College has reason to believe that a student has committed a second infraction, the Dean will notify the student orally that a third infraction will involve the procedures in C. below. The Dean will keep a record of this notification. This record shall remain confidential and not become part of the student's academic file.

C. Whenever a faculty member or the Dean of the College has reason to believe that a student has committed a third infraction, the Dean and faculty members involved shall submit a written report to the President of the College, who shall designate five members of the College Hearing Board, who will meet with the accused, determine the validity of the accusation, and if appropriate, impose any of the sanctions as described in the section "Redress of Student Grievances and Disciplinary Procedures" of the Villa Julie College Student Handbook.

D. After the student leaves the College, any report or material required by paragraphs B. or C. above, pertaining to any of the above matters shall be destroyed, except that any notification that the student is ineligible for readmission to the College shall be maintained in the student's academic file.

III. Other Ethical Violations

Other ethical violations by a student which could subject the student to disciplinary sanctions include, but are not limited to, the following:

A. Lying or knowingly furnishing false information, documents or instruments of identification with the intent to defraud the College;

B. Forging, altering, or misusing any College document, record, or instrument of identification;

C. Physically abusing or verbally abusing any person on College premises or at College sponsored or supervised functions or threats or intimidation of such harm or endangering the health and safety of others. Harassment,

including abusive or threatening language either verbal, in person or through the telephone, or written through the use of the computer, or any other written form;

D. Damaging, abusing, stealing, or misappropriating property, physical or electronic, or attempting to do so;

E. Using, possessing, and/or distributing firearms, weapons, or fireworks on campus or at a College sponsored or supervised activity.

F. Failing to obey the directives of the Hearing Board or its sanctions or instituting a grievance hearing knowingly, without cause.

IV. Procedures and Sanctions - Other Ethical Violations

A. Any member of the College community who has reason to believe that a student has violated any of the principles or intent of the code, shall, as soon as possible after the event takes place, make an oral report to the Director of Campus Life. The Director of Campus Life shall take such action as appropriate, including, but not limited to, informally resolving the problem with the student or imposing appropriate sanctions. In any event, the student will also be notified that the second infraction will involve the procedures set forth below. The Director of Campus Life will keep a record of this notification which shall remain confidential and not become part of the student's academic file. After the student leaves the College, any report or material required by this section shall be destroyed, except that any notification that the student is ineligible for readmission to the College shall be maintained in the student's academic file.

B. If the incident is not resolved to the satisfaction of both the student and the Director of Campus Life, either party shall make a request for a hearing by the College Hearing Board by following the procedures set forth below.

C. These procedures do not apply to a student whose conduct or presence on campus is dangerous to himself or other persons or who continually threatens to disrupt the educational process or College operation. The College reserves the right and duty to impose sanctions against a student for on- and off-campus activities which pose a threat to the College community. In such event, the President or Dean of the College may impose such sanctions as are necessary for the protection of the College community including immediate suspension or dismissal of the student.

THE VILLA JULIE SEAL

The motto of Villa Julie College is *pro discendo pro vivendo*, or "for learning and for living." The Latin phrase was fashioned by a Villa Julie professor, to denote the mission of Villa Julie College.

Beneath the motto is the ancient symbol of the pursuit of knowledge, the *lamp of learning,* whose flame of intellect and love is never extinguished.

Encircling the lamp are *an oak branch* which represents the Great Oaks on campus and the "Seven Oaks" for which the original Villa Julie property was named; and *a laurel wreath* which signifies victory and excellence.

Above the words *Villa Julie College* there is purposely no border, to symbolize the perpetual openness to truth for which Villa Julie College has been known from its founding in 1947.

VILLA JULIE TRADITIONS

Colors

Green and white.

Mascot

The Mustang, symbolic of the
beautiful horse country
where Villa Julie College is located.

Events

Welcome Picnic
September. Campus-wide celebration of a new academic year. Join a club and enjoy the outdoor cookout and music. Held during the free period and then again in the evening.

Student Art Shows
September and May. Villa Julie students' works are displayed in the Art Wing Gallery and the Exchange, featuring design, color, drawing, painting and printmaking. An opening reception celebrates their achievements.

Haunted House/Bonfire
October. While the bonfire crackles and warms the toes, students, faculty, staff, and guests gather together on a crisp fall night. A disc jockey provides music. Roasted marshmallows complement the mood!

Fall and Spring Plays
November and April. If drama or comedy is your thing, each year a favorite play is presented by V.J. students and guest performers.

Flag Football
November. Classes compete in the Annual Turkey Bowl. The winners receive a trophy which is placed in the College trophy case to mark their place in V.J. history.

Holiday Party
December. A celebration of the holidays, complete with decorations, delicious nibbles, music and good cheer! All are invited during the free period and again that evening.

Leadership Retreat
January. Held off campus, three days of sessions, brainstorming, and relaxation. Open to all campus organization officers and anyone seriously interested in leadership development.

Activities Awards Luncheon
April. A popular, spring, mid-day delight. Students active in extracurricular activities are honored at a sit-down luncheon, complete with certificates, flowers and balloons.

Cooperative Education Recognition Awards Reception
April. An annual event held to recognize and honor the outstanding students who have participated in the co-op program.

All Male Revue
April. V.J.'s male students are featured in a light-hearted competition of personality, casual wear, and formal wear. Escorted by their dates dressed for the Formal, contestants vie to be crowned "Mr. Villa Julie." Held during the free period.

Spring Formal
May. Students, faculty, and guests dine and dance for an evening at a popular hotel ballroom. A special event for all!

May Day
May. Marks the beginning of Senior Festivities. A salute to the graduates with outdoor events, a cookout, and live entertainment. Held during the day and cookout held again in the evening.

Athletic Awards Banquet
May. An evening to honor our athletes for their athletic and academic achievements throughout the year. The student athletes, their parents, faculty, and staff enjoy an evening of fine dining while recognizing graduating seniors and celebrating their successes.

ADMINISTRATIVE STAFF

Villa Julie College staff maintain an open-door policy for student inquiries throughout the year. Office locations are posted on the official bulletin boards.

President's Office
Carolyn Manuszak.....President

Vice President & Dean
Rose Dawson.....Vice President and Dean
Joseph Brusini.....Assistant Dean and Chairman of Math and Science Division
Christine Noya.....Assistant Dean and Chairman of Business Communication Division

Admissions
Mark Hergan.....Director
Carolyn Hill.....Associate Director
Scott Linzey.....Associate Director

ATEC
Arthur Fifer.....Director

Athletics
Brett Adams.....Director
Carol Zimmerman.....Assistant Director

Business Office
Patrick Schmalz.....Business Officer
Melanie Edmondson.....Controller
Shirley Truscello.....Accounts Receivable Clerk

Campus Life
Claire Moore.....Director
Kathleen Kammer.....Coordinator of Community Service/ Service Learning
Marcy Lightfoot.....Coordinator of Campus Life

Career Services/Cooperative Education
Ellen Yerman.....Director

Development
Orsia Young.....Director

Evening/Weekend Session
Claudia White.....Director

Financial Aid
Debra Bottomms.....Director
Mary Anne Stano....Associate Director

Human Resources
Eileen O'Donnell.....Director

Information Services
Steve Engorn.....Manager
Chris Hageman.....Network Administrator

Library
Peter Curtis.....Director
Patricia Wilbur.....Public Service Librarian
Robin Findeisen.....Systems Librarian
Adam Mecinski.....Library/Evening Supervisor

Public Relations
Virginia Tanner.....Director

Registrar
Tracy Bolt.....Registrar

Safety and Security
Joseph Zerhusen.....Director

ACADEMIC CALENDAR 1997-1999

FALL SEMESTER 1997

September	1	(M)	Labor Day - College Closed
September	2	(T)	Classes Begin
September	9	(T)	Last Day to Add a Class
October	11	(Sa)	Yom Kippur-College Closed
November	7	(F)	Last Day to Drop a Class
November	26-30	(W-Su)	Thanksgiving-College Closed
December	15-20	(M-Sa)	Examinations

FALL SEMESTER 1998

August	31	(M)	Classes Begin
September	7	(M)	Labor Day - College Closed
September	8	(T)	Last Day to Add a Class
September	30	(W)	Yom Kippur - College Closed
November	7	(Sa)	Last Day to Drop a Class
November	25-29	(W-Su)	Thanksgiving - College Closed
December	14-19	(M-Sa)	Examinations

WINTER SESSION 1998

December	19	(F)	Introduction Classes
January	2	(F)	Classes Begin
January	9	(F)	Last Day to Drop a Class
January	19	(M)	Martin Luther King Day - College Closed
January	20	(T)	End of January Classes

WINTER SESSION 1999

December	18	(F)	Introduction Classes
January	4	(M)	Classes Begin
January	12	(T)	Last Day to Drop a Class
January	18	(M)	Martin Luther King Day - College Closed
January	22	(F)	End of January Classes

SPRING SEMESTER 1998

January	21	(W)	Classes Begin
January	28	(W)	Last Day to Add a Class
February	16	(M)	President's Day - College Closed
March	16-21	(M-Sa)	Spring Break
April	3	(F)	Last Day to Drop a Class
April	10	(F)	Good Friday - College Closed
April	11	(Sa)	College Closed
May	11-16	(M-Sa)	Examinations
May	21	(Th)	Commencement

SPRING SEMESTER 1999

January	25	(M)	Classes Begin
February	1	(M)	Last Day to Add a Class
February	15	(M)	President's Day - College Closed
Mar.-Apr.	29-3	(M-Sa)	Spring Break
April	5	(M)	Last Day to Drop a Class
May	17-22	(M-Sa)	Examinations
May	27	(Th)	Commencement

SUMMER SESSION 1998

June	1	(M)	Summer Session Begins
July	4	(Sa)	Independence Day - College Closed
July	20-21	(M-T)	Summer Session Exams

*Please Consult the Summer Schedule for Specific Information

SUMMER SESSION 1999

June	7	(M)	Summer Session Begins
July	5-6	(M-T)	No Classes
July	28-29	(W-Th)	Summer Session Exams

*Please Consult the Summer Schedule for Specific Information

WHERE TO GO FOR ANSWERS TO SPECIFIC QUESTIONS

FOR	WHO	WHERE
Academic		
Academic Matters	Dean of College	Administration Wing
	Faculty Advisors	Faculty Offices
Academic Program	Division Chairmen	Faculty Offices
Absence of Instructors	Dean of College	Administration Wing
Accreditation of College	Dean of College	Administration Wing
Faculty Office Hours	Posted on Their Doors	Faculty Offices
Learning Disabilities	L.D. Counselor	Academic Center
Physically Handicapped Services	Assistant Dean	Academic Center
Transfer Information	Assistant Dean	Academic Center
Tutoring	Dir. of Learning Laboratory	Knott Hall 201
Withdrawal from College	Registrar	Academic Center
Admissions		
Admissions	Director of Admissions	Founders Hall
Financial Aid	Dir. of Financial Aid	Founders Hall
Alumni		
Activities/Reunions	Alumni Coordinator	Mueller House
Athletics		
Intercollegiate Athletics	Dir. of Athletics	Student Union
Intramurals	Asst. Dir. of Athletics	Student Union
Physical Education	Coordinator of Physical Education	Student Union
Business		
Fees, Charges, Tuition	Business Officer	Administration Wing
Career Services		
Full- & Part-time Jobs	Dir. of Career Serv.	Student/Faculty Exchange
Career Planning	Dir. of Career Serv.	Student/Faculty Exchange
Sigi Plus	Dir. of Career Serv.	Student/Faculty Exchange
Seminar/Resume Critiques/Counseling	Dir. of Career Serv.	Student/Faculty Exchange
Cooperative Education		
Co-op Program	Director of Cooperative Education	Faculty House One
Evening School		
Academic Advising	Dir. of Evening/Weekend Sessions	Library Offices
Evening Program Info./ Saturday Classes	Dir. of Evening/Weekend Sessions	Library Offices

Information Services

Dial-in	Computer Services Dept.	Academic Center
Internet	Computer Services Dept.	Academic Center
Login	Computer Services Dept.	Academic Center

Library

Library	Librarians	Library
Reference	Librarians	Library

News - Public Relations

News & Story Tips	Dir. of Pub. Relations	Administration Wing

Personal Needs

Books and Supplies	College Store	Student Union
Counseling Services	Counselor	Academic Center
Health Services	Dir. of Campus Life	Student Union
ID Cards	Campus Life Office	Student Union
Illness or Injury	Dir. of Campus Life	Student Union
Lockers	Phys. Ed. Dept.	Student Union
Lost and Found	Campus Life Office	Student Union

Policy Questions

College Policy	President	Administration Wing
Grievances	President/Vice Pres.	Administration Wing
Student Rights and Responsibilities	Dir. of Campus Life	Student Union

Records

Address Change	Registrar	Academic Center
Course Changes	Registrar	Academic Center
Grades	Registrar	Academic Center
Transcripts	Registrar	Academic Center

R.O.T.C.

R.O.T.C.	Registrar	Academic Center

Security/Parking

Escorts	Security	Evening Secretary
Parking	Security	Security Building

Student Activities/Sports

Athletic Equipment	Dir. of Athletics	Student Union
Clubs and Activities	Dir. of Campus Life	Student Union
Chorus	Chorus Director	Lecture Hall
College Store	Manager of College Store	Student Union
Off-Campus Housing	Coor. of Campus Life	Student Union
Service Learning	Coor. of Serv. Learning	Student Union
Social Activities	Dir. of Campus Life	Student Union
Sports Activities	Dir. of Athletics	Student Union
Student Government	Dir. of Campus Life	Student Union
Wind Ensemble	Wind Ensemble Dir.	Lecture Hall

STUDENT SERVICES

The purpose of Student Services is to enhance the student's life at Villa Julie through a variety of services geared to personal, social, and academic needs. Student services are available to full and part-time students at Villa Julie College. Evening students are asked to contact the Director of Evening Services to arrange access to any service not available during evening hours.

Career Services

Career Services at Villa Julie College offers assistance to all registered students in career planning, job search preparation and employment placement. Career Services Specialists, as well as many faculty, advisors and key staff throughout the College, work with students and employers to accomplish these goals.

Computerized Career Assessment: A computer-based career planning program, Sigi Plus, guides students in choosing and planning a career by surveying personal interests, abilities, values, and experiences. This tool offers detailed information about occupations and training centers and colleges that provide the best personal match.

Seminars are given each semester during the academic year in the day and evening. These seminars include: *Resume Writing/Cover Letter*, *Interviewing Skills & Techniques*, *Job Search Techniques*, *Job Fair Preparation*, *Employee Legal Issues/Rights* and *How to Survive Your First 90 Days at a New Company*.

Job Bank Postings: Villa Julie College receives and solicits many employment opportunities from local employers. Current listings of full-time, part-time and summer positions can be reviewed through the Career Computerized Information System and the Career Services' Job Posting Books located in the Library and the Career Services Office.

On-Campus Recruiting includes many Maryland employers who come to campus during the school year to interview Villa Julie College students for employment opportunities with their firms/companies/organizations. Villa Julie is one of the participants in the College Job Fair of Central Maryland. All students are eligible to participate in this event.

In addition, individual and small group consultation is available to students at the Career Services Office in the Exchange on resume critiques and other career/job search issues.

College Store

The College Store is located on the entrance level of the Student Union. Students may obtain textbooks, school supplies, Villa Julie imprinted clothing and other items. The College Store is open daily, Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 2:30 p.m. and Saturday from 8:30 a.m. to 12:30 p.m. Additional hours will be available prior to the beginning of each semester.

Counseling Services
The Counseling Services Office provides assistance to students with their personal and academic concerns. The office is staffed by a trained counselor who maintains professional confidentiality as standard ethical procedure. Special topic workshops are offered that focus on such areas as: test anxiety, college stress, bereavement, study techniques, decision making, health issues, and time management.

Dining Services
On-campus dining needs can be fulfilled at the Mustang Corral on the second level of the Student Union, with continuous dining from 7:30 a.m. - 7:30 p.m., Monday through Thursday and 7:30 a.m. - 2 p.m. on Friday. A meal plan is offered where savings can be realized through the purchase of meal tickets. Contact the manager of Dining Services for more information.

Vending machines are also available for use whenever the building is open. The Mustang Corral is operated by Garrison Management Services.

Specialty beverages, pizza, and light lunches are also served at the Student/Faculty Exchange. The hours of operation and guidelines for the use of the Exchange are included in the General Regulations section of this handbook.

Faculty Advisors
Each student is assigned a faculty advisor who assists in academic planning and is a source of information about a specific discipline or area of interest or experience. The advisor provides background knowledge of the curriculum and assists in course selection at the time of registration. Throughout this assistance, the emphasis is on the student's own decision making.

Financial Aid
Villa Julie College is committed to making a quality private education affordable for students. With this mission in mind, the college developed an extensive program of need- and merit-based awards for both full and part-time students. In addition, V.J.C. participates in all state and federal aid programs.

These awards may take the form of grants and scholarships that are given to the student, part-time employment on campus, or student loans that are repaid after graduation. Often, students are offered a "package" of aid that contains each of these different types of assistance.

Many aid programs are based on need, which is defined as the difference between the cost of attendance (tuition, fees, books, and living expenses) and the family's contribution (what the student can afford to pay for a year). To determine need, the College requires that students file the Free Application for Federal Student Aid (FAFSA) and the Villa Julie College Institutional Aid Application. *Students must file for aid each year, and the priority deadline to file is March 1 preceding the fall semester.*

For all programs (federal, state and institutional), financial aid awards are applied to the student's account only after enrollment is verified. This verification is done upon completion of the College's published refund period which ends on the 21st calendar day of each semester. Awards will be revised, if necessary, based upon enrollment at that time. Credit checks are issued to students approximately 10 days after this verification process is complete.

Please consult the College catalog for more detailed information about programs, policies, and procedures. Financial aid information and application forms are available in the Financial Aid Office, second floor of Founders Hall.

Health Services

Routine first aid is provided by the Director of Campus Life. Accidents or emergencies should be reported to the Director of Campus Life or to the Evening Secretary at night who will arrange for professional care. For emergency directions, see the General Regulations section of this Handbook.

Identification Cards

Identification cards are issued on Orientation Day, FREE OF CHARGE, to new students entering the College. At any time other than Orientation Day, there is a $5 charge for issuing or replacing an ID card. Cards may be obtained throughout the year, by appointment, from the Campus Life Office or the Evening Secretary during special evening hours at the beginning of each semester. *Returning students should obtain a free validation sticker at the beginning of each semester at either of these offices.*

An ID card enables students to use the services of the library, computer labs, and otherwise authorizes the student's presence on campus.

Selected stores, establishments, museums and public transportation systems throughout the area offer student discounts with the presentation of the College ID.

Information Services (Computer Services)

The Office of Information Services (Computer Services) is located in room AC 310, which is on the third level of the Academic Center. The Villa Julie College network consists of eight classroom computer laboratories, one dedicated open computer laboratory, the Learning Laboratory, and the Library computer research laboratory, all linked to the campus fiber optic network.

The dedicated open computer lab in AC 205 is available to all students for all software applications whenever the College is open. The classroom labs KH 14, KH 121, KH 122, KH 123, AC 230, AC 315, AC 316, and AC 317 are available according the a schedule posted on their doors. In the future, classrooms AC 009, AC 203, AC 304 and AC 305 will become computer laboratories.

Villa Julie has two types of computers on campus, PC and Macintosh. The following lists the classroom number, primary user and the type of computers contained in each of the computer classrooms:

Room Number	Primary User	Computer Model
KH 14	Science Department	Macintosh
KH 121	IS and General Purpose	PC
KH 122	IS and General Purpose	PC
KH 123	IS and General Purpose	PC
KH 201	General Purpose	PC and Macintosh
AC 205	Open Lab	PC and Macintosh
AC 230	Graphic Design/Education	Macintosh
AC 315	IS and General Purpose	PC
AC 316	IS and General Purpose	PC
AC 317	IS and General Purpose	PC

Villa Julie's computer laboratories are for the use of currently enrolled students, faculty, staff, and administration only. These labs are for class and college assignments and are not for personal use.

Laboratory aides are available in the computer labs all day and every evening and weekend. The aides are available to all students needing assistance with computer assignments or experiencing hardware or software difficulties. The aides are identified by a sign placed on top of their monitor in AC 205 and are available by phone from any computer classroom by dialing extension 2410.

All students using the computer laboratories are required to place their Villa Julie student identification card on top of the monitor of the PC at which they are working. Students who do not have an ID card will be asked to leave until they obtain the card from the Campus Life Office.

Computer Logins
Each student, faculty, and administrator must have an individual computer login ID to use the computer equipment on campus. Computer logins are issued at no charge by Information Services as long as you present your validated V.J.C. Identification Card. Students must have read and signed the College Policy on the Use of Computers before receiving their login ID.

Remote Connectivity
Villa Julie College has the capability for students, faculty and staff to connect to the College's network from home. Currently the only type of computer capable of connecting to the College remotely is one that runs either DOS, Windows 3.1, Windows 95 or Windows NT Workstation. Remote Macintosh connectivity is not available. Modem connections up to 28.8 KB are currently available. Please contact a laboratory aide at extension 2410 for details.

Learning Laboratory

The Learning Laboratory seeks to assist students by providing the academic support services that will help them succeed in their classes. It is located in Knott Hall, Room 201.

Any student who is currently enrolled in a Villa Julie program of study is eligible to receive free tutoring and other academic support. The Learning Laboratory provides: individual tutoring in any course; writing support for students enrolled in writing courses; academic support for students for whom English is a second language; and a review of study skills for all students. Students may also arrange for sessions with the mathematics or science tutors.

Individual academic counseling is available by appointment. The Director and Assistant Director of the Laboratory are available for help in reading, study skills, writing, and to discuss concerns about classroom performance. They will help devise a plan for academic improvement.

During the year the center offers workshops in specific areas such as: Time Management, Notetaking, Test-Taking Anxiety, Library Research, Math Anxiety (How to Rid Yourself of).

Student tutors, chosen on the basis of their excellent academic performance and their ability to relate to others, meet individually with students. Students may come for tutoring as often as needed.

Computers and printers are provided in the lab for student use in improving writing skills and for word processing.

Library

The library is located on two floors and is adjacent to the Administration Wing. It is a vital part of Villa Julie College life. The library staff encourages library use, and is committed to assisting students in their academic work. In addition to its own collections, described below, the library provides access to the world of information outside its walls. Besides the traditional inter-library borrowing of materials not in its collections, the library provides access to four important on-line data sources. These include the Westlaw legal data base, the Dow-Jones and Dialog informational data bases, and the Internet, an international "network of computer networks." For more information about using these extensive resources, see a library staff member.

Scope and Nature of the Collections

The collections are growing rapidly, now totaling the equivalent of over 90,000 volumes. Included in the holdings are many formats, such as books, periodicals, videos, CDs, audio tapes, microfilm, microfiche, computer diskettes and CD-ROM's. The collections are intended to support the College's curriculum, with the exception that upper level nursing courses are supported primarily by the library of Union Memorial Hospital.

Library Catalog and Other Finding Aids
The library's catalog is contained on a CD-ROM, which is updated monthly to include new acquisitions. The catalog is mounted on the campus's computer network, as well as on all computer terminals in the library. Numerous other indexes are also available in CD-ROM format through computer terminals. These include indexes to several major newspapers, and periodical indexes and abstracts in a variety of fields.

Hours
During the Fall and Spring semesters, the library is open 7:30 a.m. to 10 p.m., Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 8:30 a.m. to 4 p.m. on Saturday. It is also open selected Sundays, as posted. Library hours during the summer and when the College is not in session vary and are posted in advance.

Policies
In order to protect the library's collections and make them available to all students in an equitable fashion, the Library has a number of policies. Some of the most important of these are as follows:

Circulation
In order to check out materials, a current student identification card with a library bar code must be displayed at the Information Desk. Books circulate for four weeks and may be renewed providing no other patron needs them. Videos and CDs circulate two at a time for a non-renewable one-week period. A student may check out five court reporting tapes at a time for a renewable one-week period.

Reserved Materials
All materials placed "on reserve" by instructors are shelved behind the Information Desk. These may be used only in the library on the date they are checked out. Some reserve material may be checked out of the library for one night upon payment of a refundable one dollar deposit.

Overdue and lost or damaged material
Fines are charged for overdue materials. Consult library staff for the fine schedule. Students must pay for the cost of lost or damaged materials, as well as a handling charge of $20 per item. Students will not receive diplomas at graduation or be issued transcripts until all library fines and charges are paid.

Food and drink in the Library
In order to protect library materials and computers, eating or drinking is prohibited in the library.

Security
To protect library material, and to ensure equal access to the library's collections, an electronic security system has been installed in the library. All access to the library is through the two gates at the front of the library. All other exits are locked from the outside and have security alarms on the inside.

Lockers
The locker rooms are located on the ground floor of the Science Center. A locker may be procured through the Athletic Department during hours posted on the door of the Athletic Office.

Locks are supplied by the College and should be returned to the Athletic Office after students have completed their physical education class or team participation each semester.

Lost and Found
Report all lost and found articles to the Campus Life Office.

Mailboxes
Mailboxes are one of the most frequently used means of communication within the College. Therefore, mailboxes should be checked twice a day.

Student mailboxes are located across from the Campus Life Office on the second level of the Student Union. Although the mailboxes are open, the right of privacy must be observed.

Off-Campus Housing Service
In addition to Villa Julie's off-campus apartment residence, the Office of Campus Life offers an Off-Campus Housing Service. This service includes: local housing listings, a roommate or share file, room and board in exchange for child care and printed materials. Students with a specific request should schedule an appointment.

In providing the Housing Service information to students, it is not the College's intent to recommend or approve housing. Villa Julie College assumes no responsibility or liability for any contract or agreement between a landlord and a student.

Off-Campus Residence For V.J.C. Students
For the convenience of out-of-town students or for students who wish to experience the independence of apartment living, the College leases apartment buildings just off Reisterstown Road and the Beltway, 4.5 miles from the campus. Each apartment is fully furnished (students need only to supply linens, food, and a telephone) and houses four Villa Julie College students. Each unit contains 2 bedrooms, a living room, kitchen, dining area, and 1 bath. The entire building houses only Villa Julie students.

The charge per student for the 1997-1998 school year is $1,675 per semester which includes utilities. A shuttle bus service operates between the apartment complex and the College campus at no extra cost.

Students who wish to apply for residence must have—and maintain—a 2.5 quality point average, must be enrolled at Villa Julie College full-time, and must adhere to the code of behavior for off-campus residence. Incoming students may obtain an application from the Admissions Office; current students may obtain an application from the Campus Life Office. The College reserves the right to determine final selection.

Resident Directors and Resident Assistants reside in the apartment complex to foster a community atmosphere, to encourage positive student behavior and to respond to emergencies.

Showers
Showers for men and women are located on the ground floor of the Science Center and in the men's and women's locker rooms on the lower level of the Student Union.

Student/Faculty Exchange
The Student/Faculty Exchange was designed to provide a relaxing, comfortable place for faculty and students to study or socialize and to enjoy refreshments and light lunches. Special events are held here throughout the year, some with guest entertainers. This building is situated just adjacent to and west of the Academic Center and houses a reading room, cafe, meeting room, outdoor patio, and the Office of Career Services. Faculty offices are located on the second floor.

Student Tutors
Student tutors are selected on the basis of their academic achievement and ability to relate well to others. They are trained in tutoring and study skills and work in conjunction with the Learning Laboratory.

SAFETY AND SECURITY

Pursuant to the Higher Education Act of 1965, as amended by the Campus Security Act (Pub. L. 101-542), Villa Julie College annually publishes and distributes to student mailboxes a report on campus safety policies and procedures and statistics concerning campus crime. Below is an excerpt from the Campus Security Act Report.

A. Safety on Campus

Villa Julie College is committed to the safety and security of all members of the College community. If, however, you are confronted by a situation requiring assistance by the College's Security Office, please follow these procedures:

1. For crimes or accidents

To report an emergency situation, go to the nearest security phone or a College telephone and dial "0" which will connect you to the main College switchboard. College telephones are located throughout the College campus and in staff and faculty offices. Security phones are found in the Academic Center, Student Union and the College parking lots. Describe to the switchboard operator your emergency situation. The switchboard operator will then contact campus Security via walkie-talkie. Students may also report emergencies by dialing "0" on the College elevator telephone to contact the company that monitors the College's alarm system. That company will immediately contact campus Security. In a life-threatening situation, immediately call "911" on a public telephone to contact the Baltimore County Police Department and then contact campus Security by dialing "0" on the nearest College telephone.

2. For fires

In case of fire, pull the nearest fire alarm and exit the building. Fire alarms are located throughout campus. Once outside of the building, immediately contact Security by dialing "0" on a College telephone or by using the security phones.

3. Suspicious persons

Any suspicious person observed on campus should be reported to Security immediately by dialing "0" on the nearest College telephone or by using the security phones.

B. College's General Policy for Crime Prevention

Students, faculty and staff are encouraged to be responsible for their own safety and security and the safety and security of others on campus. Each member of the campus community is encouraged to assist security in eliminating the opportunity for a crime to be committed. Some "common sense" tips for crime prevention include:

1. Lock your car doors when you are in your car and when you leave it;
2. Do not walk alone on campus at night;
3. In the evenings, park in a well-lighted area, in a lot close to your destination.

C. Campus Safety

1. The Facility

Security lighting is provided throughout the College campus. Members of the College's security office patrol the College grounds. During the hours when the College is closed to the general public, on weekends and evenings, campus building are locked and security is maintained. Maintenance workers regularly inspect the buildings to remove any hazards and to promote safety.

2. Security and Crime Awareness Programs

The College is involved with a variety of education awareness and prevention programs to educate members of the College campus regarding security and crime prevention, which may include:

a. Presentations at Orientation;
b. Brochures in the Student Union;
c. Articles in the library;
d. Special presentations on topics of interest in cooperation with the Director of Campus Life and the Student Government Association;
e. One-on-one discussion sessions with a member of the Security staff or the College's counselor, at the request of any student;
f. Mailings of literature on contemporary issues;
g. Periodic lectures, presentations, and workshops by qualified professionals;
h. Regular and unannounced fire drills/emergency evacuation drills;

3. Office of Safety and Security

a. Campus Security Personnel

Whenever the College is open, a member of the security staff will be on campus and in radio communication with the administration and the switchboard operator. All Security personnel at the College are either off-duty or retired Baltimore County Police Officers or Maryland State Police Officers. The Security staff has a close cooperative relationship with the Baltimore County Police at Garrison, where it refers all law enforcement functions and crimes for appropriate action. The Security staff does not have law enforcement/arrest authority and its members do not carry firearms.

b. Security Services

In addition to patrolling the College campus and responding to emergencies, the security staff offers the following services:

Jump start dead batteries
Open locked cars
Administer emergency First Aid
Deliver emergency messages to students
Assist in out of gas situations
Assist with flat tires
Issue all College door keys and open doors in emergency situations
Escort evening students/staff to cars

ACTIVITIES

Athletics

Intercollegiate Athletics

Villa Julie is a member of NCAA Division III which offers a variety of sports for both men and women. Known as the "Mustangs," the teams are: for women - basketball, cheerleading, cross country, field hockey, indoor track, lacrosse, soccer and tennis; and for men - basketball, cross country, golf, indoor track, lacrosse, soccer and tennis. At the beginning of each prospective season, open tryouts are offered for all Villa Julie students. Students are eligible to earn a physical education credit by participating on a team or by serving as a team manager. Everyone is encouraged to participate in the intercollegiate program.

Intramural Sports

For students who enjoy athletic competition in a more unstructured, social atmosphere, our intramural program has just the right mix. Students can participate in sports like tennis, basketball, volleyball, flag football, and softball to name only a few. Villa Julie's 60 acre campus provides a beautiful setting for any athletic event. Students, faculty and staff have privileges on our tennis, basketball and volleyball courts, our exercise equipment and the playing field.

College-Sponsored Events

All-College Meetings

All-College Meetings are convened by the President of the College to develop a sense of community, to provide a forum through which to communicate the "state of the College" to students, faculty and staff, and to discuss topics of importance to the College.

Baccalaureate Service

This is the final gathering of the graduating class before graduation. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. It is a service of prayer, thanksgiving and blessing suitable for all religions. All Associate's and Bachelor's Degree graduates, along with their guests, are encouraged to attend.

Campus Days and Evenings

The Admissions Office schedules days and evenings every year on which prospective students are given the opportunity to visit the College, to sit in on classes, to talk with students and faculty, and generally, to learn about the College on a first-hand basis.

Commencement

The culmination of each academic year is commencement at which graduates, parents, family and friends attend the presentation of degrees and honors.

Honors Convocation and President's Reception for Students on the Dean's List
Students who have achieved high academic standing, as well as those who have been eminent in their service to the College, are honored by a general convocation and reception of students and faculty near the end of the academic year. Families are cordially invited.

Lecture Series
The Lecture Series each year brings to campus outstanding speakers from many phases of life - law, medicine, politics, the arts, and media. As an integral part of the College's educational program, the series is designed to enhance and to stimulate intellectual growth. Topics are keyed to the interests and concerns of today.

Students and faculty are involved in planning and implementing this annual series of 5-6 lectures. The series is free and open to the public.

Nursing Pinning Ceremony
A ceremony is held in December and May to present the nursing graduates with their Villa Julie College/Union Memorial nursing pins. All nursing graduates, their families and friends are invited to attend.

Nursing Spring Conference
During National Nurses Week, the Nursing Division sponsors a Spring Conference. This one-day conference features guest speakers, workshops and a luncheon. Junior and Senior nursing students are required to attend with freshmen and sophomores encouraged to attend.

Orientation Program
The Orientation Program exists to facilitate a student's transition to college life. Familiarization with the academic, social, extracurricular, and personal services available at the College are stressed.

The program begins with preregistration. Students meet with Division Chairmen and faculty advisors to discuss program and course selection.

Orientation activities continue in August, before classes begin, with a program designed to acquaint students and parents with the campus and to inform them of the services and resources available on campus. Members of the faculty, administration, and student body are present to welcome the new students and to review academic and general policies.

Transfer students and non-traditional age students attend a separate Orientation Program which addresses their particular needs.

There is also an Orientation in the evening for evening and weekend students where ID's, parking permits, a Library tour, and a tour of the campus provide students with the information and materials to start the semester well prepared.

College Organizations and Clubs

Twice a week the College schedules a free period to accommodate various extracurricular activities. Meetings and work periods as well as campus interest-group events are usually scheduled during this time. Every student is cordially encouraged to participate in any one of the extracurricular activities.

Accounting Association

The Association gives accounting majors the opportunity to interact with their fellow accounting majors and also with professional accountants. It provides advice to help each student achieve the employment he/she desires and assists the students in interrelating classroom experience with the workplace. Each semester members are encouraged to participate in professional, community service, fund raising, and recreational activities.

Admissions' Student Representatives

The Admission Student Representatives are trained volunteers who are selected on the basis of their leadership potential. They act as tour guides, student hosts, and panelists during on-campus admissions programs and facilitate the general introduction of the campus to prospective students and their families.

Association for Childhood Education International (ACEI)

The purpose of this organization is to promote the inherent rights, education and well-being of all children in home, school and community, to work for desirable conditions, programs and practices for children from infancy through early adolescence and to raise the standard of preparation for all of those actively involved with the care and development of children and to encourage continuous professional growth of educators. Membership in this organization is open to any person affiliated with Villa Julie College whose interests are in harmony with the purposes of ACEI.

Association of Information Technology Professionals

The Association of Information Technology Professionals (AITP) is an international association providing superior leadership and education in Information Technology. AITP is dedicated to using the synergy of Information Technology Partnerships to provide education and benefits to its members and to working with the information industry to assist in the overall promotion and direction of Information Technology. Members in the association are in colleges, universities, banking, industry, retail, the armed forces, local and state governments, etc. Students interested in Information Technology are welcome to participate.

Baseball Club (The Mustang Baseball Club)

The Mustang Baseball Club is organized through the Athletic Department and the Campus Life Office. It is open to members of the Villa Julie College community which includes both full- and part-time students, faculty, staff, administration, and alumni. Direct family members of the college are also welcome to join. The Mustang Baseball Club competes during the summer months against other recreational teams in an organized summer league. The particular summer league may change from year to year.

Black Student Union
The purpose of this club is to promote racial understanding on campus, as well as to foster an identity among black students. Open to all students, it is a group that endeavors to help fellow students adjust academically and socially. Through informal discussions, panel presentations, guest speakers, and community service projects, the club fosters cultural awareness among the College community.

Pre-Medical Club ("Club Med")
The purpose of this club is to develop leaders for the 21st century by promoting the research, education, and clinical practices which are needed in the professional health field. This club endeavors to provide the most advanced and comprehensive resources possible to prepare our students for lifetimes of learning and careers in the professional health field. All interested students are welcome to join.

Environmental Club
The Environmental Club promotes awareness of environmental issues and activities related to these as well as health issues. All students are invited to become members. Students in science-related programs are especially encouraged to participate.

History Society
The History Society is a relatively new club on campus. Its purpose is to provide a forum for students to learn about and discuss historical topics in a fun environment. The History club, often working together with other clubs on campus, sponsors lectures, debates and field trips. All interested students are welcome to participate.

Leadership Board
This group is composed of all student organization presidents (club, class, and Student Government Association). They meet once a semester with the President and the Dean of the College and the Director of Campus Life to discuss the activities of each group and to provide a personal means of communication among them and the Administration.

Music Groups
Students and faculty with musical interests have the opportunity to participate in the College's Instrumental Ensemble and the Chorus. Both groups present a variety of music at several performances both on and off campus throughout the year.

Mustang Club
The Mustang Club is an organization made up of alumni, parents, faculty, administration and friends of the College who enjoy Villa Julie athletics and wish to have an organization to channel supportive energy, promote ideas for athletic programs, and gather for social activities. Contact the Director of Athletics for more information.

National Student Nurses Association (NSNA)
The Villa Julie College/Union Memorial Hospital Chapter of the NSNA is a professional club that focuses on issues that are of interest to the profession of nursing. As members of this national organization, students have the opportunity to network with health care professionals, meet and plan activities with students from area chapters, attend conventions at the state and national level, and enjoy the support and camaraderie of other students in the nursing field. Activities include an Introduction and Welcome to the Nursing Program for new students, publication of a newsletter, social events, guest speakers, blood drive, and sponsorship of National Nurses Week activities campus-wide.

Paralegal Club
The purpose of the Paralegal Club is to enhance interest and knowledge of the paralegal profession through programs of educational and social interaction. Members have the opportunity to participate in professional activities, listen to experts speak on legal topics, share experiences and enjoy the company of other paralegal students.

Phi Sigma Sigma Sorority
Villa Julie's chapter of this national and international sorority endeavors to promote friendships and cooperation among college women of all races and creeds, to give service, to raise the standard of college ideals and to promote philanthropic efforts. Members sponsor social events, fundraisers, and participate in activities with other area chapters.

Service Corps
The Villa Julie Service Corps is a team of dedicated students committed to serving the community while exploring issues related to society and self. The Service Corps has three goals: to have fun and build a solid team experience for all corps members, to create a dynamic atmosphere for learning where critical thinking and leadership skills are enhanced, and to meet community needs while learning about self, other corps members, and social issues. Corps members meet on six Saturdays during the semester, completing 20 hours of service-learning.

Students in Free Enterprise (SIFE)
This organization is a partnership between higher education and business. Student teams have the opportunity to learn and teach others how market economies and businesses operate, and to use this knowledge to better themselves and their community. There are also competitions that offer a forum to present projects to panels of top level business executives and compete for prize money and trophies.

Student Advisors
These students are nominated by a faculty member to participate in the Student Advisor program because of their leadership potential. Student Advisors assist with Baccalaureate and Commencement and welcome new students during Orientation.

Wilderness Leadership Society
This club's focus is on leadership experience, teamwork participation, and general fun gained through participation in outdoor activities. Membership in this club is open to all Villa Julie College students, faculty members, or administrative staff members who wish to participate in outdoor and wilderness activities.

Other clubs may be organized at the request of students.

Publications

The Evening News
A bi-weekly publication provided for the Evening and Saturday students which contains administrative, academic and social items of interest, such as registration information, academic advising schedules, art openings and lectures in the evenings and on Saturdays. It is posted on the Evening bulletin boards in the vending area, outside of the Evening Office, and AC 221 in the Academic Center.

FYI (For Your Information)
A bi-weekly newsletter, FYI is published by the Campus Life Office to communicate announcements and calendar events. Students, faculty, and staff submit items for publication.

Spectrum
A literary journal published annually, of poems, short stories, and essays submitted by students, faculty, and staff and edited by students and a faculty moderator.

The Villager
The College newspaper, written and managed by students, is published biweekly each semester as part of the two-semester journalism course. Aspiring writers should consider adding this course to their schedules. Students who wish to contribute to *The Villager* should contact the editor or advisor of the paper.

Wooded Way Notes and News
A monthly newsletter for residents of Wooded Way, Villa Julie's off-campus housing. The newsletter contains articles about health, interpersonal and safety issues, as well as information about upcoming Wooded Way, campus and area events.

Special Events

Art
There are monthly shows in the Art Gallery, in the Theatre, in the Art Wing, and in the Exchange. Works of well-known artists, juried shows, and faculty and student shows are scheduled in one or more of these locations.

Drama and Television Productions

Major productions are scheduled during the year by the Communication Arts Department in the Theatre. Villa Julie students have performed at various informal campus/community gatherings and have staged productions in past years at the Inner Harbor, Annapolis, Towson, Columbia, in churches and have entered the National American College Theatre Festival in the acting competitions. Some shows have been televised. Student managed and produced drama presentations are held in the Rehearsal Studio. The corporate video group produced videos for the McCormick Spice Corporation, the Baltimore Museum of Art, the Chesapeake Bay Foundation, and Boordy Vineyards and each year have placed first in competition sponsored by the International Television Association. In 1997, the video students won a national award.

Student-Faculty-Administration Board

The Student-Faculty-Administration (SFA) Board serves as an advisory body to the President and administration for the formulation of policies and changes which affect the College community as a whole, and to maintain open lines of communication among students, faculty, and administrators. This Board consists of five administrators, five faculty members elected by the faculty, and all Student Government and class officers. The President of the College convenes and presides at the meeting of the SFA, and voluntarily accepts its major decisions except in such cases as may run counter to other responsibilities of the College and of the President as Chief Executive Officer of the College.

Student Government Association

The Student Government Association (SGA) is an active and influential organization on the Villa Julie College campus. The Student Government Association believes that student participation is the basis for a well-rounded education. Participation in SGA is designed to promote intellectual development and maturity through the organization and implementation of various campus and community activities. Student Government at Villa Julie College offers students the opportunity to develop their leadership and administrative abilities. The College experience of every student is broadened by the Student Government Association through sponsorship of a variety of extra-curricular activities (including dances, concerts, luncheons, talent shows, community projects, etc.).

All students are invited to meetings. Student participation is activated through the SGA and the class officers and all other SGA members. The Student Government plays an active role in the decisions of College policies through its participation in the Student-Faculty-Administration Board.

Any student interested in information or participation may contact any SGA or class officer or the Director of Campus Life.

STUDENT AWARDS

Villa Julie College offers the following awards each year:

Dean Dawson Scholar Athlete Award
The Dean Dawson Scholar Athlete Award is given for excellence in and out of classroom to the graduating male and female student with the highest quality point average in recognition of achievement in higher education, athletics, personal honor and team spirit.

Delta Psi Omega Award
Presented to a communication arts student who has participated in two leading roles, or carried backstage responsibilities in two productions in theatre and/or television and who has given unselfishly of his/her time for the good of the whole. Selection is made by the communication arts faculty.

Elizabeth McWethy Award
This award is named for the College's strikingly creative founder of Child's World and Chairman of the Child Development Division from 1972 to 1975, and is bestowed from time to time upon the student who has performed and achieved in an outstanding manner, developed creative potentialities, manifested genuine concern for others, and who has thus been a significant influence in the lives of others. Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

Graduation with Honors
Students who achieve a 3.9 cumulative quality point average graduate with highest honors.
Students who achieve a 3.7 cumulative quality point average graduate with high honors.
Students who achieve a 3.5 cumulative quality point average graduate with honors.

Knott Award
The Knott Award is given to a graduating student with a high academic achievement who has demonstrated the ability to overcome adverse circumstances in life; to set a goal for the future and not dwell on past misfortunes; and to demonstrate a sense of humor, perseverance and a willingness to help others.

Leadership Award
The Leadership Award is awarded to the student who has performed in an outstanding manner as a leader in the College community. He/she is one who initiates action, motivates others to do so and has been an agent for positive change in the College community.

Nominations are made by faculty, staff and students. Selection is made by a committee consisting of administration, faculty and staff.

Outstanding Part-Time Student Award
The College's award for "Outstanding Part-Time Student" is conferred on a graduating part-time student who has demonstrated commitment to higher education and the determination to succeed, contributed in a significant way to the College, and at the same time balanced many other personal and professional obligations.

Unsung Graduate Award
The Unsung Graduate Award is given to the graduate who with no formal recognition, unselfishly and unceasingly gave of her/himself and her/his time to the College. The recipient is nominated by faculty and graduating students and voted upon by the graduating class.

VJ Pin Award
The VJ Pin is the College's most comprehensive honor. It is awarded to the student or students whose total personal performance is meritorious.

Recipients of this award should demonstrate academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in College or community affairs.

Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

Villa Julie College Scholar Award
The Villa Julie College Scholar Award is conferred on a student who has achieved academic pre-eminence through achieving election to honor society and high ranking on the Dean's List, taking the challenge of honors courses when possible, and demonstrating exceptional dedication to learning.

Who's Who Among Students in American Colleges
Each year second and fourth year students are selected by the College for listing in Who's Who Among Students in American Colleges. Students are selected on the basis of scholarship, participation and leadership in academic and extracurricular activities, citizenship and service.

HONOR SOCIETIES

Alpha Chi
This is a national college honor society for juniors and seniors. Its goal is to enhance the intellectual life of the campus and of the academic community at large.

Third and fourth year students who have a cumulative quality point average of 3.5 or above can be nominated for membership by a faculty member and should contact the chairman of the selection committee for details about submitting a written work.

Membership in Phi Theta Kappa is not a prerequisite for nomination to Alpha Chi.

Delta Psi Omega
The National Honor Society for university and college theatre gives recognition to individuals working on all aspects of play production, on-stage or off. This includes acting, stage managing, costuming, prop making, painting and building scenery, make-up, promotion, and publicity. Student members are elected each spring and continue their involvement in the society after graduation.

Delta Psi Omega Fraternity and Practicum
This group hosts professional artists and visiting performers in the field of theatre and television each week. These are open to the College community.

Honor Society of Nursing
The Honor Society of Nursing is an organization that is open to candidates who have demonstrated scholastic achievement, academic integrity, and leadership qualities. Candidates will be invited by the organization for candidacy. In order to be eligible, students must have completed at least one-half of the required nursing component of the baccalaureate curriculum, have at least a 3.0 Q.P.A. and be in the top thirty-five percent of their class. The individual who decides to join the honor society will be inducted at a special ceremony. The purpose of the honor society is to recognize superior achievement and leadership qualities, to encourage scholarship and creative work and to strengthen the commitment to the ideals of the profession.

Kappa Delta Pi
This national honor society for education students is open to the top ten percent of students in the field of education. Eligible students must be second semester sophomores or above, have a minimum of 12 credits in education, have a Q.P.A. of 3.2 or above in education, as well as a Q.P.A. of 3.0 overall, and must be recommended by a member of the education faculty.

Lambda Epsilon Chi
This is a national honor society in paralegal studies for two-year and four-year students. Full-time and part-time paralegal students who have a cumulative quality point average of 3.5 or above and who have completed forty credits in the two-year program or 80 credits in the four-year program are eligible for membership. Members will be selected based on submission of a written work and demonstration of service and dedication to the legal profession.

Phi Theta Kappa

Alpha Alpha Eta, Villa Julie's chapter of Phi Theta Kappa, the National Scholastic Honor Society for two-year colleges, selects new members each semester for membership. This award is given to recognize and promote exceptional academic achievement.

Full and part-time students who have a cumulative point average of 3.5 or above can be nominated for membership bv a faculty member. In order to be considered for possible selection by a faculty committee, the student must submit a written work that demonstrates logical and creative thought.

Students with a 3.5 Q.P.A. who are interested should contact one of the faculty or the faculty committee.

ACADEMIC REGULATIONS

Class Attendance Policy

College students are expected to be responsible for attaining their educational objectives. They are expected to attend each class period and have assignments completed on time. Grades are based on demonstrated achievement of the objectives of the course, not on attendance in class as such. In most courses—especially those which build a sequence of skills—class participation obviously is essential to the objectives of the course; this decision is left to each faculty member. Class attendance is often taken for purposes of learning to know names and faces, the guidance expected in an educational enterprise, and the personal concern traditional at Villa Julie College. Students are requested to communicate with faculty when unexpected events keep them from attending class.

Every faculty member is expected to distribute to the students during the first week of the course: a summary of the general and specific objectives of the course, a statement of what the classroom presentations are designed to contribute to these objectives, and an assignment and test schedule for the semester. All tests and major papers or projects should examine achievement of the stated objectives of the course.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. The student cannot expect special tutoring to make up for unnecessary absence from class; much less should he expect test dates to be changed for his convenience. Freedom of choice carries with it the obligation to accept the consequences of one's choice.

Faculty should be mindful of differences in student temperament, gifts, and mode of participation. Students should be mindful that they must communicate to their teachers somehow their achievement in the course: a student who would rather not place the full burden of this communication on his final exam and/or term project would do well to communicate his growth in knowledge through class participation.

Finally, when the class grade has been given, the student should expect that the instructor has tried to give an honest appraisal of the student's accomplishment. Nevertheless, any student who questions the accuracy of a grade received may request an explanation from the instructor. A college that has a policy of "responsible attendance" also expects its students to exercise the responsibility of trying to handle their difficulties themselves. Only after this effort has been made should the faculty advisor, or a dean or another third party be approached for further aid. (See Grievance Procedures section of this Handbook.)

Grades and Reports

The academic standing of a student is determined by the quality and quantity of his work. A student must have completed a minimum of twenty-seven semester hours of satisfactory grades to be admitted to the sophomore year, fifty-five for the junior year, and ninety for the senior year.

Grades are determined by the student's achievement in class work, and by the mid-term and final examinations.

Grades are issued at the end of each quarter. The first and third quarter grades are advisory. The semester grades are final and determine actual academic standing. Semester grade reports are mailed directly to each student.

Students are responsible for obtaining their grades. Freshmen and Sophomores receive mid-term grades from their faculty advisors. Juniors and Seniors receive mid-term grades directly from their professors. Evening students receive their mid-term grades directly from their professors.

Faculty are required to keep in their possession the final examinations of an students for a period of three months or 90 days following the semester examination period.

If a student wishes to have a semester grade for a course reviewed, he should do so immediately after receiving his grade and must do so during this three month time limit.

The grading system is as follows:

A	Excellence; outstanding achievement.
B	Above-average attainment.
C	Satisfactory mastery of essentials.
D	Mere fulfillment of minimum requirement. Only one course with a D in any one semester will be counted toward a degree. Generally, D is not accepted for transfer credit.
F	Failure; no credit for the course.
FX	Failure to withdraw officially. The FX grade is computed in the quality point average as a failure.
W	Withdrawal in good standing if made within 10 weeks after the beginning of the semester. (four weeks in Summer Session)
WF	Withdrawal failing if done after 10 weeks of class. This WF grade is computed in the quality point average as a failure.
I	Incomplete - An incomplete is granted only be written request, and is subject to approval of both the Dean of the College and the instructor. The grade of "I" is granted only when a student, because of illness or other unavoidable circumstances, has not completed the course objectives. An "I" which is not removed in four weeks automatically converts to an "F". (This four-week limit does not apply to machine shorthand courses, nor English 106.) No quality point average will be computed for a student while any course remains incomplete.
AUD	A student will be allowed to audit a class if the enrollment of the class warrants it and with the prior approval of the instructor of the course. Students may change an audit to a credit course only during the first week of class. Students may change a credit course to an audit only during the first ten weeks of class (four weeks in summer sessions). This is done through the Registrar's Office.
P/F	The grade of Pass or Fail is given for most internships. Credit is granted for "P", however, the grade of "P" or "F" does not affect the quality point average.
PL	Given for credit earned through prior learning

Quality Point Average

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows: A=4 quality points; B=3 quality points; C=2 quality points; D=l quality point; F=0 quality points. The following is an example of quality points average (Q.P.A.) computation:

	grade earned		**quality points**		**credits attempted**		
	A	=	4	x	3	=	12
	B	=	3	x	3	=	9
	C	=	2	x	3	=	6
	C	=	2	x	3	=	6
	A	=	4	x	4	=	16
Total					16		49

49 divided by 16 = 3.0625 Q.P.A.

In each semester, no more than one course in "D" will count toward the credits necessary for a degree. However, all of the credits attempted in each semester are computed in the quality average for that semester.

Dean's List

Full-time students who earn a quality ratio of 3.5 or better in any semester have their names placed on the Dean's List. A student is not eligible for the Dean's List while an incomplete grade is in effect.

Academic Achievement List

The Academic Achievement List announces those part-time students who have demonstrated outstanding scholastic achievement during each semester. To qualify, a student must have earned a cumulative quality point average of 3.5 or better in the semester in which he accumulates 15, 30, 45, 60, 75, 90, 105 or 120 credits. Transfer credits are not included in this computation.

Academic Status

Any student who has attempted 9 to 17 semester hours of credit and whose quality point average falls below 1.50 is assigned academic probationary status for that semester. A student who has attempted 18 to 29 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 30 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status, otherwise the student is on academic probation. Continued unsatisfactory academic performance will result in review of the student's record for possible academic dismissal. (Students on financial aid should refer to the Satisfactory Academic Policy published in the Admission section of the College catalog.)

Degree Requirements

Associate's Degree

Courses of instruction offered by the College are arranged in curricular programs which lead to an Associate's degree. To be eligible for this degree, a student must:

- Satisfactorily earn a minimum of 60 credits;
- Complete the general college requirements in the arts and sciences;
- Complete the requirements of one of the degree programs approved by the College;
- Earn a quality point average of 2.00;
- Complete a minimum of 30 credits at Villa Julie College;
- Earn the final 15 credits at the College unless special written exception if requested and obtained from the Dean of the College;
- Comply with the general regulations of the College.

A student expecting to graduate at the end of the semester must file an application for the diploma with the Registrar at registration in the student's last year at the College. Following this application for a diploma, the student will be notified by the Registrar's Office of the remaining courses and credits needed for completing degree requirements. It is beneficial to the student to receive this information before their last semester and in time to register for the necessary courses.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the student's permanent record must be prior to that date.

General College Requirements for the Associate's Degree

The College is committed to providing a solid base in the liberal arts for each student. Therefore, all students are required to take courses that will develop an understanding of their cultural heritage; an appreciation of art and the humanities; the ability to communicate with ease orally and in writing; an understanding of society and how it functions; and the ability to reflect, to reason and to handle quantitative knowledge. To fulfill these general college requirements, students must complete a minimum of 8 courses (40 percent of the degree work) in the following areas:

- Two courses in English (composition and literature);
- One course in the Communication Arts;
- One course in the Fine Arts (Art, Music);
- One course in Philosophy;
- One course in Religion;
- One course in History or a Social Science (Anthropology, Economics, Geography, Political Science, Psychology, Sociology);
- One course in Mathematics or the Natural Sciences (Chemistry, Biology, Physics, Physical Sciences);

- One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Art, History, English Literature, Philosophy and Religion;
- One course in Physical Education. Credit for Physical Education is in addition to the 60 credits requited for the Associate's degree. (Students 30 years of age or over, and all other students with a medical certificate are exempt from this requirement.)

Bachelor of Science Degree
The student must fulfill the following requirements for the Bachelor of Science degree:

- Earn a minimum of 120 credits, which must include 45 credits of upper level work;
- Complete the general college requirements for a Bachelor's degree (see list below);
- Complete the courses required by the curriculum the student has chosen;
- Achieve a quality point average of at least 2.00;
- Complete a minimum of 30 credits at the College;
- Earn the final 30 credits at the College unless permission is granted in writing by the Dean of the College;
- Comply with the general regulations of the College.

A student expecting to graduate at the end of the semester must file an application for the diploma with the Registrar at registration in the student's last year at the College. Following this application for a diploma, the student will be notified by the Registrar's Office of the remaining courses and credits needed for completing degree requirements. It is beneficial to the student to receive this information before their last semester and in time to register for the necessary courses.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the permanent record must be made by this date.

General College Requirements for the Bachelor's Degree
To fulfill the general college requirements, students must complete a minimum of 16 courses in the following areas:

- Four courses in English: two writing courses (English 151 and a second writing course) and two literature courses. At least one of these must be at the 300 or 400 level.
- Four courses, one in each of the following areas: Communication Arts, the Fine Arts (Art, Music); Philosophy and Religion;
- One course in History or the Social Sciences;
- One course in Mathematics;
- Two courses in the Natural Sciences with a laboratory;

- One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Art, History, English Literature, Philosophy and Religion.
- Four additional courses from Art, Communication Arts, Humanities, Mathematics, the Social Sciences, or interdisciplinary courses. None can be courses required for the major. These courses must be at the 300 or 400 level.
- One course in Physical Education. Credit for Physical Education is in addition to the 120 credits requited for the Bachelor's degree. (Students 30 years of age or over, and all other students with a medical certificate are exempt from this requirement.)

Registration

Full-time students must register in person on the days scheduled in the academic calendar. A seventy-five dollar fee is charged for early or late registration.

Part-time students may register in person on the days scheduled in the academic calendar.

Students complete registration when all financial obligations have been met and they accept their printed schedule of classes.

Any student who is carrying twelve or more semester hours is classified as a full-time student.

Course Load

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

Part-time students may carry up to eleven credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the College, where the student is enrolled for a degree, either before or at the time of registration.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class. Courses that carry no credit are counted in the total semester hours.

Schedule Changes

A student's program of studies is made out in consultation with a faculty advisor. All changes must be done in the Registrar's Office. If the student makes a schedule change, the student is responsible for determining the impact on his progress toward graduation.

Adding Courses
Students attending fall or spring sessions who wish to add a course may do so only during the first week of classes each semester. Students attending January or summer sessions may add a course only before the second class meeting.

Withdrawing From Courses
Students who drop a course must do so in writing in the Registrar's Office. Students who withdraw during the first week of class will not have this course recorded on their transcript.

Students attending fall or spring sessions who have not dropped a course during the first week of class may withdraw from the course during the next nine-weeks of the semester. Students withdrawing during this period will have a grade of "W" recorded for the course. After the tenth week of class, any student who withdraws from a course receives a grade of "WF". Students attending summer sessions who have not dropped a course through the first week of class are permitted to withdraw from a course through the fourth week of classes and receive a grade of "W". After that time a student who drops a course receives a grade of "WF".

Policies Pertaining to Transfer Credit
Students must provide transcripts from all colleges or universities previously attended at the time of admission to Villa Julie.

Students are advised that only the courses and credits completed at other accredited institutions with a grade of C or better are transferable to Villa Julie. Courses must be in programs offered at this college.

Grades and quality point averages earned at another institution are not transferable. The credit will apply toward graduation but the quality points are not used in calculating the academic average required for graduation.

Students enrolled at Villa Julie should request authorization from the Dean of the College to take courses elsewhere if these courses are to be applied to the degree. Students may not take courses at other institutions if they are within the last 15 credits required for an Associate's Degree or the last 30 credits required for a Bachelor's Degree.

Credit for Prior Learning and CLEP Policy
Adults returning to college or beginning to seek a college degree, may wish to investigate opportunities to obtain college credit through Credit for Prior Learning. In order to earn Credit for Prior Learning, a student must demonstrate that, from significant experiences in his life, he has acquired knowledge and/or skills and abilities which are the equivalent of learning acquired from a college course. This learning (called Prior Experiential Learning) can be the result of a variety of life experiences: employment, volunteer work, community service, travel, military service, etc.

Credit is granted for learning, not experience, and will be earned only when the student has successfully demonstrated that his learning:

- is the equivalent of that gained through courses traditionally taught in colleges;
- is at a level of achievement equal to what is normally required in college courses;
- is current and shows both theoretical knowledge and practical application of the subject area.

Students in a degree program at Villa Julie College can pursue Credit for Prior Learning through any one of three methods:

1. *Departmental Examinations.* The content of departmental examinations is determined by the Division Chairman. Students who wish to take departmental examinations in exchange for credit must make arrangements through the Counselor for Adult Students.
2. *Portfolio Presentations.* Portfolios are written presentations that demonstrate the student's acquisition of knowledge and/or skills which are the equivalent of learning acquired from a college course. The portfolios are evaluated by the Department Chair. To begin the portfolio process, students should contact the Counselor for Adult Students.
3. *The College Level Examination Program (CLEP).* Many students who are not recent high school graduates have acquired knowledge through experience that is equivalent to that gained through a college course. This knowledge can be evaluated through the College Level Examination Program—CLEP (see explanation below). If the student achieves a certain score on these examinations, college credit may be awarded.

Guidelines for Obtaining Credit for Prior Learning

The following guidelines are given for receiving Credit For Prior Learning through the College Level Examination Program (CLEP), Departmental Examination or Portfolio presentation. Students who wish to inquire about credit for learning gained through training courses outside of accredited colleges should consult the Registrar, who will review recommendations given through the guide published by the American Council on Education (ACE) and the college policy concerning these programs.

CLEP Policy

CLEP, a program of the College Entrance Examination Board, is a nationwide system of credit-by-examination. CLEP offers two types of tests:

1. General Examinations which measure college-level achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences and Social Sciences and History. The general examinations test material usually covered in the first two years of college in the general education or liberal arts segment of the curriculum. While each of these tests measure material that is usually contained in six credits of college work, most colleges award the amount of credit usually given for comparable areas of the curriculum at that college;

2. Subject Examinations measure achievement in specific college courses and serve to grant exemption from and to give credit for these courses. Some of these examinations include an optional essay in addition to an objective test of 90 minutes.

Students seeking credit through these examinations should be aware of the following policies:

1. Credits earned through CLEP examinations are considered by this college to be transfer credits. In order to earn a degree from Villa Julie College, a student must earn a minimum of 30 credits at this College. CLEP credits are not considered credits earned at Villa Julie;
2. Credits earned through CLEP may not be used toward the last forty-five credits in a bachelor's degree program or the last thirty credits in an associate degree program;
3. Credit is not allowed for an examination which duplicates another examination or course previously completed. Credit is also not allowed for a course which has been waived, or where a related, higher level, course has previously been completed;
4. Credit is granted for scores on the Subject Examinations and General Examinations that are at the 50th percentile or higher;
5. Optional essays are not required for any exams;
6. Students transferring from another college must have original CLEP scores sent to the College. Credit will be awarded according to the policy of Villa Julie College;
7. Grades are not awarded for credit received through CLEP examinations, and therefore, this credit has no effect on the cumulative grade average;
8. CLEP credits may be used to fulfill the General College Requirements and electives. In some cases, they may be used to fulfill program requirements;
9. A student must matriculate at this college before CLEP scores are recorded on the transcript. Grades for CLEP are not computed in the quality point average, credit only is granted;
10. Some subject examinations are not accepted by this College; the student should consult the counselor for adult students to determine which examinations are accepted;
11. Students pursuing Credit for Prior Learning receive a grade of pass or fail on their transcripts. Students wishing to transfer to another institution or wishing to attend graduate school are responsible for checking the transferability of credit for prior learning credits;
12. The same amount of credit is given for these exams as is given for the equivalent course at this College;
13. Students must submit the results of the CLEP examinations at the time of admission to the College in order to avoid duplication of work and to provide a basis for planning their program of studies for the completion of a degree.

Delay of Instructors
If an instructor is late for class, students should wait in the classroom at least ten minutes. Then, before leaving class for the day, students should contact the Academic Dean's office to find out if a message was left and what time the instructor is expected.

Examination Policy
Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination), the student may make arrangements with the Registrar for taking the examination. However, a fee of $10 will be charged for each early or late examination.

Students who have a conflict in their exam schedules, i.e. two exams scheduled for the same time, must inform the Registrar of this conflict. She will make arrangements for the student to take one exam at another time and will notify the instructor of the course. These arrangements are made by the Registrar only. The student will come to the Registrar's office to pick up the exam which has been rescheduled and will take it in the room set aside for this purpose.

Faculty are required to keep in their possession the final examinations of all students for a period of three months or 90 days following the semester examination period.

Internships
Second-year students are afforded the opportunity to serve an internship in a business or professional office, hospital or government office. This experience is arranged through the internship office in each division. Most internships are given credit.

An internship is one of the great strengths of Villa Julie. It provides the opportunity for the student to gain practical experience, in the real world of work, in his area of special interest. However, it is the responsibility of the student to register for the internship before beginning the experience.

Cooperative Education
The College offers cooperative educational opportunities for Juniors and Seniors. These opportunities allow students to gain valuable work experience in their chosen major while still pursuing their degree. The cooperative experience is a paid, part-time work assignment with a local employer. Students interested in this program, should contact the Office of Cooperative Education.

Transcript Requests
Transcripts are sent to colleges and universities at the written request of the student. Beginning with the second transcript, a fee of two dollars must be sent with the request form to the Registrar. All obligations to the College, including full payment of tuition bills, fees, or fines and the completion of a Federal Stafford Student Loan Exit Interview, must be met before a transcript is issued.

Leave of Absence

A degree-seeking student who finds it necessary not to enroll at the College for one or more consecutive semesters, but who intends to resume studies at a later date, must file a leave-of-absence form with the Registrar.

Withdrawal Procedures

A student planning to withdraw from the College should understand that his record is not complete until he has officially withdrawn. Before leaving, he is responsible to clear all obligations regarding tuition/financial aid, library books, and parking fees. The student must complete a Notice of Withdrawal form and file it with the Registrar. If a student does not follow this procedure, an "F" will be recorded for all courses.

A student must withdraw in person; however, in special cases a student may request withdrawal by letter.

Students receiving financial aid who withdraw from the College are required to notify the Financial Aid Office so that it can determine if the student is eligible for his/her awards. The Financial Aid Office must also determine the amount of aid, if any, to be returned to the appropriate aid programs according to the Federal pro-rata refund calculation for first-time students at Villa Julie College. The Villa Julie College refund calculation and the Federal refund calculation will be used for other financial aid students. The student may be responsible for unpaid charges. If the student received financial aid funds for non-institutional purposes, he/she may also be required to repay all or a portion of those funds according to the federal repayment calculation. Federal regulations also require that students participate in a loan counseling session with the Financial Aid office if the student drops below six credits a semester or completely withdraws from the College. If the student fails to participate, the student's academic transcripts will not be released and future federal aid may be denied.

The College reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the College.

COLLEGE POLICIES

The following policies and regulations have been established to promote harmony in Villa Julie's community and should not be considered all inclusive. Villa Julie is a special place where each person is genuinely and profoundly respected regardless of background. Students are expected to respect the rights of all members of the community and to accept personal responsibility for their actions. Conduct which violates this goal will be subject to the procedures described in the "Students Ethics Code and Redress of Student Grievances and Discipline Procedures" sections of this handbook.

Alcohol and Drug Policy

Alcohol Policy

Students may not possess alcoholic beverages or bring alcoholic beverages onto the College campus. Students may not consume alcoholic beverages on campus except that students 21 years old or older may consume alcoholic beverages served at College functions approved in advance by the Director of Campus Life. Valid identification is required of all students and guests attending approved College functions.

Members of the College community are responsible for properly regulating their intake of alcohol at all campus functions and are admonished not to drive motor vehicles after consuming any alcoholic beverages. Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgment in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the College.

The College encourages students and employees who are experiencing problems with alcohol use and abuse to avail themselves of the College's confidential counseling. The College counselor located in the Academic Center is available to provide confidential counseling and support to members of the College community affected by drug or alcohol abuse. The College will make reasonable accommodation to the extent possible for any College community member experiencing these problems.

Drug Policy

Maryland law states that "it is unlawful for any person to administer or distribute to another, or to possess (except for physician-prescribed medication), any controlled dangerous substance or controlled paraphernalia" (Md. Ann. Code, Article 27, Sec. 287). In addition, "it is unlawful for any person to manufacture, distribute, dispense or possess any equipment or device adopted for production of controlled dangerous substances" (Md. Ann. Code, Article 27, Sec. 286).

The College, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to the College's goals. For purposes of this policy, "drugs" include, but are not limited to, the following: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Therefore, the College prohibits possession, use or distribution of illegal drugs on campus. Any such possession, use or distribution of illegal drugs on campus will subject the violator to disciplinary action by the College, which action will include suspension or expulsion and will be reported to the proper civil authorities.

In accordance with Federal Law 20 U.S.C., Section 1145(g), all students receive a document entitled "Program to Prevent the Use of Illicit Drugs and the Abuse of Alcohol." This document contains important information. Therefore, all students are encouraged to read it. Copies may be obtained from the Office of Campus Life.

To aid the student involved in drug abuse, counseling is available through the resources of the Villa Julie community as well as through referrals to social agencies and psychiatric services.

Sexual Assault Policy

Villa Julie College is committed to providing all employees with a work environment and all students with an educational environment which promotes personal security. Consistent with the College's commitment, the College has adopted the following policy addressing incidents of sexual assault and the procedures to follow if a sex offense does occur, applicable to all members of the College community. College policy prohibits sexual exploitation of any kind, including all forms of assault. Further, the College provides students, faculty and staff with programs and additional information designed to educate members about and promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, and to prevent sex offenses.

If a member of the College community is the victim of a sexual assault while on campus and wants to pursue a criminal prosecution, the victim should immediately report the crime to: (1) the Baltimore County Police Department by dialing "911" and/or the Sex Offense Unit, (410) 887-2232, or (2) campus Security, by dialing "0". Campus Security will contact the Baltimore County Police Department and provide transportation to a medical facility, should the victim request. Evidence of a sexual offense must be preserved to aid in possible identification of and prosecution of the assailant. The following procedures should be followed to preserve evidence:

1. Do not clean up the location where the crime was committed, e.g. car, room;
2. Do not bathe, shower, or douche prior to the medical examination. The doctor will give instruction on appropriate hygiene and medications to protect your health;
3. Do not discard any clothing worn during the assault. Put them in a paper or plastic bag; and
4. As soon as possible, write down everything you can remember about you attacker, e.g. height, weight, scars, marks, tattoos, age, clothing, jewelry, language, accent, vehicle description, and tag numbers.

The Greater Baltimore Medical Center (GBMC) is the closest facility equipped with a Maryland State Police Sexual Assault Evidence Collection Kit and is located at 6701 N. Charles Street, Baltimore, (410) 828-2000.

Generally, the victim decides whether to pursue a criminal prosecution. However the College encourages members of the College community who are the victims of, or who have knowledge of, a sexual assault occurring on campus, or occurring in the course of a College-sponsored activity, or perpetrated by a member of the College community to promptly report the incident to campus Security. The criminal law of the State of Maryland and the College's procedures are independent processes which are not substituted for each other. The College may pursue disciplinary action regardless of the state criminal justice process. The College will not intervene or protect a member of the campus community involved in a legal proceeding alleging sexual assault.

The College reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the College community and whether or not criminal charges are pending. The College has a formal disciplinary procedure for sexual assault allegations, including rape, acquaintance rape, or other forcible or non-forcible sex offenses. The first step under the College's formal procedure is to file with the Assistant to the Dean a complaint and detail in writing the offense. Second, the accused is advised, in person and in writing, but in confidence, of the accusation against him/her, including the name of the complainant. Concurrently, the College's President will be informed of the complaint and the situation. Third, the President will direct certain College staff to investigate the matter. After investigating the allegations, the staff will prepare a report of its findings with recommendations to the President of the appropriate College action. Fourth, the President reviews the report with all supporting information and implements the appropriate disciplinary measures.

The College's decision from an investigation will constitute its final determination regarding the alleged sex offense and will include the details of the College's sanction, if any, against the accused. Sanctions may include: warning; censure; suspension; dismissal; expulsion; or termination. Employees found to have engaged in sexual assault will be disciplined as appropriate on a case-by-case basis. A finding of sexual assault may be grounds for termination from employment. Both the accuser and the accused shall be informed of the outcome of any College disciplinary proceeding involving allegations of sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, but may not be represented by legal counsel.

The College counselor located in the Academic Center will provide confidential counseling and support to victims of sexual assault and can assist victims in evaluating the options available. Counseling is also available from the Baltimore County Sexual Assault and Domestic Violence Center's hotline, 24 hours a day, at (410) 377-8111. The College will accommodate , to the extent possible, sexual assault victims' reasonable requests for changes in academic or living situations.

Sexual Harassment Policy

Villa Julie College is an Equal Opportunity Employer and is committed to providing all employees with a work environment and all students with an educational environment free of bias, discrimination, intimidation or harassment. In this regard, Villa Julie complies with all relevant Federal, State and local laws.

Consistent with Villa Julie's respect for the rights and dignity of each employee and student, sexual harassment is prohibited conduct and will be neither sanctioned nor tolerated.

The College encourages you to assert your rights to a harassment-free workplace and educational environment by resort to this policy.

All employees and students should therefore be aware of the following:

1. Title VII of the Civil Rights Act of 1964 prohibits sexual harassment in the workplace. Sexual harassment has been defined by federal regulation as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment; ... (2) (when) submission to or rejections of such conduct...is used as the basis for employment decisions affecting the individual; or... (3) such conduct has the purposes or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment;
2. In addition to the prohibitions against sexual harassment in the workplace, the College extends this prohibition to the classroom. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (1) may not be a term or condition of a student's academic progress and (2) may not be a basis for academic decisions affecting the student. In addition the College will not tolerate unwelcome verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with the student's academic performance or creates an intimidating, hostile, or offensive educational environment;
3. Sexual harassment may occur between persons of the same or different genders;
4. Sexual harassment may occur when one in an institutional position of power or authority over another uses any academic or supervisory reward (withholding of appropriate grades, promotion, evaluations, etc.) to subject such other person to verbal and/or physical conduct of a sexual nature;
5. Examples of persons in an institutional position of power or authority include, but are not limited to, teacher to student, supervisor to employee, administrator to staff or student;
6. This code expressly prohibits only unreciprocated and unwelcome relationships, but persons in position of power/authority/control over others should be aware of and sensitive to problems which may arise even from those relationships which are apparently mutual. These relationships often involve dynamics which extend far beyond simple mutual attraction. Thus, individuals are urged to examine such relationships before engaging in them, especially in terms of emotional health, self-esteem, and respect for the independence of all people who may be involved;

7. The College encourages victims to state that the behavior is unwanted;
8. The College encourages victims of harassment to come forward. Confidentiality will be maintained to the extent possible, consistent with adequate investigation and the imposition of appropriate remedial action;
9. The choice of an informal or formal procedure is solely the choice of the complainant:

   Informal Procedure. When an incident arises in which a person feels that he or she has been the object of unwelcome sexual advances, the complaint should be filed in a timely fashion so that the College is afforded the best possible opportunity to investigate the facts and circumstances of the allegation. The person feeling harassed should make it clear to the offender that he/she does not want any further incidents to occur.

   If the person does not feel that he/she can confront the offender or needs help in the process, the complaint may be brought to the attention of Dean Rose Dawson or Claire Moore, Director of Campus Life for assistance.

   The accused would be told in confidence of the accusation and given the person's name as the complainant. The accused is told of the situation and assured it will go no further as long as there are no repeated incidents. The College will take reasonable steps to protect students or employees from reprisal by the accused who may hold power over them as a faculty member or supervisor.

   Formal Procedure. A formal procedure is used when the informal procedure has been exhausted or when the severity of the offense warrants a more formal approach/ action, or where the complainant specifically requests the formal procedure be engaged.

   - The offense is put into writing by the complainant.
   - The accused is informed in person and in writing of the investigation of the offense.
   - All paperwork will be given to the President and an investigation will be conducted.
   - A report with recommendations will be made to the President who will review the incident and take appropriate action.

10. Appropriate disciplinary measures will be taken for anyone found to have deliberately filed a false accusation of sexual harassment.
11. Appropriate sanctions will be taken for a supervisor who knowingly fails to investigate an alleged violation.
12. Employees found to have engaged in sexual harassment will be disciplined as appropriate on a case-by-case basis, up to and including termination.
13. Further proceedings will be handled by the appropriate bodies: Faculty - in accordance with dismissal procedures, Students - Hearing Board.

Computer Access and Security Policy

1. *Access*

   Only the College's full-time or part-time faculty, staff and students will be permitted to have access to the College's computer systems and for only such time as such status is maintained as employees or students.

   Before being assigned a password and login, students are required to read and sign a copy of the policy written below. This procedure is done at Freshman Orientation. Students may also obtain a copy of the policy and a login from Information Services (Computer Services), room AC 310.

2. *Responsibilities for Information Technology Security*

   As a user of the College's computer systems, the student is personally responsible for his actions on the system or those actions done under his password on the system. Therefore, the student must protect that information as he would any valuable asset. It is the responsibility of all members of the College community to protect the College's information assets.

   As a user of the College's information resources, the student is responsible for adhering to all state and federal laws, and College policies, standards, and procedures for maintaining and securing data, including the following:

   a. Maintaining data confidentiality;
   b. Maintaining the confidentiality of data security controls and passwords. The student is aware that passwords verify his identification and are the cornerstone to the system's security. THE STUDENT WILL NOT DISCLOSE HIS PASSWORD TO ANYONE either by telling others or allowing others to oversee him enter it into the College's system. THE STUDENT WILL NOT ALLOW ANYONE TO USE HIS LOGIN AND PASSWORD. THE STUDENT IS RESPONSIBLE FOR ALL ACTIONS TAKEN USING HIS LOGIN;
   c. Reporting to Information Services any circumstances that seem unusual or irregular about the system. The student will report such things as unexplainable system activity that he did not perform, questionable data, or unexpected or incorrect processing results;
   d. Executing a confidentiality or ownership agreement, if requested by the College;
   e. Accessing and using only that information which is authorized by Information Services;
   f. Insuring that the student's use of the computing facility does not interfere with other users or with proper functioning of the system;
   g. Protecting against viruses by allowing the computer to run a virus check at least once a day and not using unauthorized software;
   h. Protecting the equipment. Keeping it away from food and drink;
   i. Using only those computers for which the student is authorized;
   j. Not encroaching on or disturbing another's use of the computer equipment via excessive message sending or printing;

k. Not playing any unauthorized games on the College's computers;
l. Not attempting to access restricted portions of operating systems on soft ware;
m. Not attempting to discover or exploit security weaknesses of any computer, telephone or network system. Not possessing tools (software or hardware) for such purposes while on campus;
n. Displaying the student's current ID card on the top of his computer terminal at all times while working on the College's computers and while using the information systems.

3. *Illegal Use or Computer Abuse*

Listed below are some examples of activities which are harmful to other users and amount to computer abuse or illegal use of the College's information resources. The student agrees that such behaviors are not permitted and acknowledge that the College will not tolerate them:

a. Unauthorized use of a password, including using or changing another person's password without authorization;
b. Unauthorized use of College information for financial gain including using College passwords to perform computing services for commercial or other organizations outside of the College. Such prohibited services include development of programs for commercial users, data processing, computations, preparation of advertising material, etc.
c. Acts that compromise information resources security. The disclosure of secret or confidential information obtained from the College's system, including sharing of passwords and leaving a terminal unattended while logged on, allowing unauthorized transactions, unauthorized accessing of or reading files, data information programs or display screens;
d. Unauthorized use of College information for malicious purposes. The intentional unauthorized access, use, destruction, alteration, dismantling, disfiguring, or disabling of any College information resource, including the intentional introduction of a computer virus. Possessing in a file, or use of programs capable of fraudulently simulating system responses; modification of or possession of systems control information, especially that which reflects program state, status or accounting. Attempting to modify or crash the system, including intentional corruption or misuse of information resources. Frivolous, disturbing, or otherwise inconsiderate conduct in the terminal areas, as well as wasteful use of the facilities for making signs, posters, calendars, etc. on the printers;
e. Computer assisted plagiarism, including copying another student's assignment from a computer file and submitting it as the user's own work product, using another's work as a model for the user's own without acknowledgment, knowingly permitting another to copy or use files and submit the work (or slightly modified work) as the user's own work.
f. Use of information resources for illegal, inappropriate, obscene purposes, or in support of such actions, including the use of terminals for sending nuisance or obscene messages. Sending fraudulent computer mail, breaking in to another user's electronic mail box, or reading another's electronic mail without prior permission. Sending any fraudulent electronic transmission including requests for confidential information or purchase requisitions;

g. Violation of any software license agreement or copyright, including copying or redistributing copyrighted software or data reports from the local or network drives without authorization. Violation of property rights of copyright holders who are in possession of computer generated data, reports or software. Unauthorized copying, storage, or use of any software on any College computer in violation of the software licensing agreement. Unauthorized personal use of any software which has been purchased by, or developed for the College, and considered intellectual property of the College, regardless of the form or format of the software (or copies), and including source code;

h. Modification of or attempting to modify or remove computer equipment, software, or peripherals without authorization;

i. Installing or loading software to the local or network drives on the College's personal computers; and

j. Vandalizing computer facilities, equipment, software or files.

4. *Penalties*

The Director of Information Services, Campus Security, the President and/or Dean of the College, may take any of the actions listed below against users suspected of or who do not comply with or violate this policy pursuant to all rules and regulations of the College, the State of Maryland and/or Federal Law.

When investigating suspected misuse of the College's information resources, the College should ordinarily ask the user's permission before inspecting the user's files, diskettes, tapes and/or electronic mail. If, however, it is in the best judgment of the System Administrator that: (1) a user(s) is suspected of malicious intent to damage the computer or system, (2) the action of a user(s) threatens other users or the system such that there is imminent danger, (3) the user is not available in a timely fashion, or (4) where notifying the user would impede a sensitive investigation of computer abuse, the System Administration may take such actions without obtaining permission of the user(s). In that event, the System Administration should as soon as possible notify the President and/or Dean of the action, the reasons for taking such action and the identity of the user(s) involved.

Similarly, during the course of an investigation, the System Administration may find it necessary to restrict private documents. In such event, the System Administration should as soon as possible notify the President and/or Dean of the action, the reasons for taking such action as well as the identity of the user(s) involved. Should a user's documents be restricted during an investigation, the user may appeal the suspension of access or restriction and petition the President for reinstatement of computer privileges through the College's Hearing Board as set forth in this Handbook.

The sanctions for abuse or violations of any state and/or federal law, these policies or any of the College's policies regarding information systems and/or resources include:

a. Termination of a program or online session . An irresponsible user at a terminal may be logged off. Similarly, a harmful job running on any system may be canceled;
b. Revocation or invalidation of a user's password, login, or access to the computer resources;
c. Violations involving students may be referred directly to the appropriate academic or administrative authorities where penalties may also include restitution, warning, censure, suspension, termination, and expulsion, pursuant to the provisions set forth in this Handbook regarding the College's Hearing Board procedures;
d. Violations by faculty and staff may prompt nonreappointment, discharge, and/or dismissal from employment; and/or
e. Serious incidents may also be referred directly to outside authorities. Unauthorized use of computer facilities may constitute a civil and/or criminal offense, including copyright violations and violations of the Federal Computer Fraud Abuse Act of 1986, which includes sanctions of monetary fines and/or imprisonment.

5. *Disclaimer and Waiver of Liability*

The College makes every effort to ensure the integrity of its computer system. All computer systems available to users offer some form of dataset protection which can be modified by an authorized user as needed. However, none of the systems offer absolute security. Thus, the student is aware that he should never place sensitive information on publicly accessible online volumes (disks). The College cannot, under any circumstance, be held liable for the consequences of such actions.

The student acknowledges that the College cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party and the student waives such claims. In no event can the College be held liable for consequential damages even if the College has been advised of the possibility of such damages. The College cannot be held responsible for any damages resulting from the loss of confidentiality, output or data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of College's computer facilities.

In the event that the actions or failure to act of any member of the College community results in any claim, or legal action against the College, the College reserves the right to seek compensation or take other appropriate action against the individual or to assist the third party in taking such action.

6. *Personal Computers*

The student is aware that if he chooses to use a personal computer rather than the College's computer system, he is nonetheless responsible for adhering to all policy, standards, and procedures for the use of information resources, including implementing security practices necessary to protect the computer and the data stored on the computer.

Disrespect and Hate Policy

Villa Julie is a very special place because it is a place where each person, whatever his/her background, is genuinely and profoundly respected. Instances of disrespect and hate for another person are unworthy of a Villa Julie student in an institution of higher learning and will not be tolerated.

Therefore, anyone who threatens another with harm will be subject to immediate expulsion.

Infectious Disease Policy

Students with contagious diseases or illnesses should obtain a release form from their personal physician before returning to class.

Off-Campus Housing Policy

Villa Julie is a commuter college and therefore has no facilities for on-campus housing. As a service to students, a file of available housing in the local area is maintained in the Office of Campus Life. In so doing, the College is merely providing information to students—not recommending or approving housing. Villa Julie College assumes no responsibility or liability for any contact or agreement between a landlord and a student.

In addition, the College leases apartments which are located nearby for students to rent throughout the academic year. For more information about off-campus housing, see the Student Services section of this handbook.

Smoke-Free Environment Policy

Under Maryland law, Villa Julie College is a smoke-free environment.

Tuition Payment and Fees Policy

Payment in full of the tuition and fees for each semester is required by the date published in the Registrar's schedule for that semester. Students will not be admitted to classes until all financial requirements are met. Late fees apply as stated in the College catalog.

Tuition Refund Policy
Tuition is refundable according to the following schedule:

Fall/Spring Sessions

100% prior to the first day of the semester.

80% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

60% beginning with the 8th day and prior to the 15th calendar day of the semester.

40% beginning with the 15th day and prior to the 22nd calendar day of the semester.

January/Summer Sessions

50% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

Refunds are computed as of the date on which a written request for refund is received in the Registrar's Office. Telephone withdrawals are not accepted.

Tuition and required fees are subject to the above policy. Miscellaneous charges and fees associated with individual courses; i.e., art course fees, are not subject to the refund policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Your Rights as a Consumer in Higher Education and How They are Protected at Villa Julie.

Introduction

In compliance with the "Family Educational Rights and Privacy Act of 1974" as amended (P.L. 93-568), Villa Julie College has formulated the following policy for release of student information, student access to records and right of students to challenge accuracy of the record.

External Lawful Access to Student Records

Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include release of information to officials of other institutions in which students seek to enroll; persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order; authorized officials who audit, evaluate or enforce Federal and state supported programs; persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152.

Internal Lawful Access to Student Records

Access to student files within the College is restricted to the student and to official personnel of the College who act in the student's educational interest. Official personnel include persons from the office of President of the College, Dean, Admissions, Business, Campus Life, Career Services and Co-op, Financial Aid, Registrar, and academic personnel within the limitations of their need to know. Students must present their ID when requesting their file.

Directory Information

Consent of the student is not required for release of "Directory Information"; viz. the student's name, address, date and place of birth, telephone number (if listed), dates of attendance, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold Directory Information by notifying the Registrar in writing, on the form provided for this purpose, within the first two weeks of the academic year. Requests for non-disclosure will be honored by the College for one academic year. They must be filed annually.

Limitations on Students' Right to Inspect Educational Records

Villa Julie College maintains student records in the offices named on the appended list. Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not permitted access to their parents' financial statements.

Procedure for Inspection of Records

Records are available to the individual student upon request. Students have the right to inspect and review information in their official College records. The Registrar coordinates the inspection and review procedures for student education records, which include academic, personal, placement, admissions and financial files. Students wishing to review their education records must give this request to the Registrar in writing listing the item or items of interest. The Registrar must grant access within a reasonable period of time, but in no case later than forty-five days after the request has been made. Students may have copies made of the records with certain exceptions (i.e., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere). These copies are made at the student's expense.

Right to Challenge Records

Students who believe that information contained in their education records is inaccurate or misleading or violates their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended accordingly. If not, the student will be notified within a reasonable period of time (i.e., three weeks) that the records will not be amended; the student will also at that time be informed by the Registrar of his right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the College, who, within a reasonable period of time after receiving such requests (i.e., three weeks), will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his choice, including an attorney, at the student's expense. The hearing panel which will adjudicate such challenges will be composed of the Dean of the College, the Director of Campus Life and the Department Chairman of the student's program.

Decisions of the Hearing Panel

The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the College decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform him in writing. If, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in his education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the College. This statement will be placed in the education records and released whenever the records in question are disclosed.

Rights to File Complaints with the Department of Education

A student who believes that his rights have been violated, may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201, concerning the alleged failure of the College to comply with the Act.

Student Records Maintained at Villa Julie College

Access	Material on File	Person in Charge of Records
Admissions Office		
• Admissions Staff • Admissions Committee Staff • Athletic Staff	Applications for admission to the College and high school or previous college transcripts (later sent to Registrar's Office) Health Records (later sent to Director of Campus Life) Applications and transcripts of non-registrants (destroyed after 2 years) SAT test result (later sent to Registrar's Office)	Director of Admissions
Athletic Office		
• Athletic Staff • College Nurse • College Trainer	Medical Records for Athletes	Director of Athletics
Business Office		
• Administration • Business Office Staff	Scholarship records Tuition payment records Work-study student payroll	Business Manager
Campus Life Office		
• Campus Life Staff	Medical Records	Director of Campus Life
Career Services		
• Career Services Staff • Faculty	Student's employment records Faculty evaluations of students Student/alumni employment registrations, resumes and job referral records Alumni follow-up employment records	Director of Career Services
Financial Aid Office		
• Financial Aid Staff	Perkins Loan records National Direct/Defense Student Loan records Pell Grant student aid reports Statement of Educational Purpose/Selective Service Registration Compliance/Default-Refund Compliance Promissory notes for Perkins Loan, National Direct/Defense Student Loans Statement of Rights and Responsibilities for Perkins Loans Repayment Schedule for Perkins Loans Exit interview forms for Perkins, Stafford and SLS Loans Stafford/SLS/Parent Loan Applications Award Letters Verification Materials Federal Income Tax Returns Financial Aid Forms	Director of Financial Aid
Registrar's Office		
• Administration • Registrar's Office Staff • Registrar • Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: V.J.C. transcripts, class schedules, quarter grades, probation lists	Registrar

GENERAL REGULATIONS

Bulletin Boards
There are "Official Bulletin Boards," located in each classroom building across campus.

Only "Official Notices" should be placed on these bulletin boards. The criteria used in determining official notices are: the information issues from an official of the College; it is of College-wide importance; its effect is long-range (one year, or permanent); non-knowledge of the information carries a sanction or long-range effect.

Other bulletin boards are located in strategic areas throughout the College. Some bulletin boards are designated for Student Government, clubs, career services, College activities, outside events, area cultural activities, foreign study, college transfer information.

No posters or notices are allowed without the permission of the Director of Campus Life. Posters and notices must be removed within one week after the event.

Care and Use of Buildings
During regular sessions College buildings will be open from 7:30 a.m. to 10:30 p.m. Monday through Thursday and 7:30 a.m. to 5 p.m. on Friday and Saturday. Summer and intersession scheduling may vary. For exact information call the College, 410-486-7000.

Students and their guests are expected to show care in their treatment of Villa Julie College buildings and grounds. Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as fund raising activities, clearance must be received through the Business Office. **Posters, etc. may be placed on bulletin boards only, not on walls or doors - Any item hung on walls will subject the responsible person or organization (including Faculty and Staff) to a $50.00 fine.**

Instructional and other physical facilities at the College are accessible to handicapped students by ramps and/or elevators. In addition, special lavatory facilities are located throughout the campus. Further information concerning the College's facilities as they relate to handicapped students may be obtained by contacting the Director of Admissions.

Dogs on Campus
Although the College allows campus members to bring their pet dogs on campus for no more than three hours, the dogs must be controlled and leashed at all times. Dogs cannot create a nuisance. Dogs are not permitted in class. Neither can they be left in a vehicle on campus for over two hours and must be provided sufficient air in the vehicle. Dogs are not allowed to be left on campus in vehicles during the summer months or when temperatures reach 75° or higher.

Emergency Reporting Procedures

Medical Emergencies. Go to the nearest College telephone, to the emergency phones in the Academic Center and Student Union, or to the emergency phones in the parking lots and dial "0" to be connected with the main college switchboard and they will contact campus security. Report that this is a medical emergency.

Non-Medical Emergencies. Report thefts or any unusual, disturbing incidents to the main switchboard by dialing "0" immediately or by using the emergency phones.

Illness or Minor Injury. Contact the Office of Campus Life, ext. 2296, or the Evening Secretary, ext. 2220. Procedures to follow will be determined according to the assistance needed.

First Aid Kits. First aid kits are located in the following areas:
Campus Life Office, Student Union
Main Lobby Receptionist, across from Business Office
Physical Education, Student Union
Art Wing
Science Lab, lower level, Knott Hall
Admissions Secretary
Trainer/Nurse's Office

Please see a staff member for assistance with first aid kits.

The Faculty/Student Exchange

The Faculty/Student Exchange was designed to provide a relaxing, comfortable place for faculty and students to study or socialize and to enjoy refreshments and light lunches. Special events are held here throughout the year, some with guest entertainers. The Exchange building houses a Reading Room, Cafe, meeting Room, the Office of Career Services and Co-op, faculty offices and has a patio for outdoor eating or studying.

The use of the Exchange is governed by a House Committee whose members are faculty, students and administrators. Claire Moore is Chair.

Hours

The Exchange building is open: during Daylight Savings Time, Monday - Thursday, 8:00 a.m. - 7:00 p.m., and Friday 8:00 a.m. - 5:00 p.m.; during Eastern Standard Time, Monday - Thursday, 8:00 a.m. - 5:30 p.m., and Friday 8:00 a.m. - 5:00 p.m. Food service operates from 8:30 a.m. to 2:30 p.m. during the fall and spring semesters.

Reservations

The Reading Room and/or Cafe may be reserved specifically for one student group only after normal operating hours. At all other times, it is open for all students and faculty.

The Meeting Room may be used for Department meetings, student organization meetings and small, informal study groups. This room has folding doors that will close this area off from the Reading Room.

To make reservations, contact the Business Office at least two weeks prior to the event and complete a Special Events Form requesting "set up" and break down." Under no circumstances should furniture be moved by faculty or students.

Entertainment
If a faculty member or student wishes to perform in the cafe or to suggest a performer, a request should be submitted to the House Committee.

A sound system has been installed and is operated by the counter personnel. The House Committee will select a list of CD's to be purchased and played in the cafe. Requests may be made to committee members.

Food and Beverages
Because of housekeeping standards, eating and drinking are allowed only in designated areas. **There is no eating or drinking in the library, classrooms, Lecture Halls, or Theatre.**

Guests and Visitors on Campus
Guests of students may be entertained in the Student Union when opened. They may also attend classes with the permission of the instructor. The College campus is private property, and visitors may be asked to leave at the discretion of the College.

Vehicle Registration and Parking Regulations
These regulations apply to all students, faculty, administration and staff members of Villa Julie College.

1. All vehicles must be registered by September 15 of each year with each car driven on campus displaying a numbered parking decal. These decals are to be on the left side of the rear window of the vehicle. Decals may be obtained from the Business Office or the Evening Secretary.
   The vehicle registration card and a completed registration application are required for the issuance of a V.J.C. parking decal.
2. PARKING IS PERMITTED ONLY ON PAVED PARKING LOTS BETWEEN TWO WHITE PAINTED LINES OR IN DESIGNATED TEMPORARY SPACES DURING CONSTRUCTION.
3. Parking is not permitted in any other area unless specifically authorized by the Business Office or Security. Persons having special circumstances should meet with a member of the security staff prior to parking in an unauthorized area.
4. Parking in front of the College is reserved for VISITORS ONLY with a 2 hour

limit. There are two 15 minute spaces provided for students, faculty and staff needing to drop off or pick up a package. These parking regulations will be strictly enforced. Also in front of the College there are designated handicapped parking spaces which require proper identification (e.g. license plate, etc.) for use. Vehicles that display a handicapped permit are not authorized to park in a handicapped space unless the person who was issued the permit is operating, or is a passenger in the vehicle.

5. Students are not authorized to park their vehicles in the faculty lots, the reserved spaces behind Knott Hall, the Admissions Visitors area, Cottage Lane, the Exchange, or the Mueller House parking area.

Handicapped Parking

Maryland Law and Villa Julie College policy restricts the use of handicapped spaces to handicapped individuals only. Vehicles that display a handicapped permit are not authorized to park in a handicapped space unless the person who was issued the permit is operating, or is a passenger in, the vehicle.

Handicapped persons are requested to register their vehicles with security so that arrangements can be made to assure that an appropriate parking space is available for them while attending classes at Villa Julie College.

Temporary handicapped permits are available to members of the campus community for short and long term convalescence.

Parking Fines

1. Violators of the parking regulations will be fined $25.00 for each offense. The following violations will be conscientiously enforced: Handicapped, Reserved Parking, Fire Lane/MTA Route, unregistered vehicles, parking on grass, and reckless driving through the campus.
2. Fines must be sent to the Business Office within 30 days from the date the ticket was issued.
3. If the fine is not paid within 30 days, it will be doubled and transcripts will be withheld until payment is received. After the 30 day grace period, a notice will be sent to the violator's home.
4. If the fine is not paid by graduation, diplomas will be withheld until payment is received.
5. Violators requiring Maryland State Motor Vehicle record check will have a surcharge of $20.00 added to the fine.
6. All unregistered vehicles on campus after September 15 will be subject to either being towed or immobilized by a boot. An additional fine of $25.00 will be assessed when the car is towed or booted.
7. Parking citations will not be voided.

All rules and regulations will be enforced. Please help protect yourself and others by fully cooperating with the parking regulations and by observing the 15 mph speed limit on campus.

Appeals

Members of the College community wishing to appeal a citation should submit a copy of the citation and three (3) copies of a typewritten appeal to the Security Director describing in detail the reasons that the violator feels the fine should be forgiven. The appeal must be filed within 30 days from the date of the parking violation notice.

The Parking Fine Appeals Board will have three members consisting of a designated member of: 1) the S.G.A., 2) faculty/staff, and 3) security staff. The board will convene about once a month to consider written appeals. Decisions will be by majority vote of the Board. All decisions are final. Payment of fines are due within 30 days of the date of the memo from the Parking Fine Appeals Board. If the fine is not paid within 30 days, the fine will double and transcripts and diplomas will be withheld until payment is made.

REDRESS OF STUDENT GRIEVANCES AND DISCIPLINARY PROCEDURES

Preamble

Villa Julie College sees itself not primarily as an institution, but an educational fellowship. Undertaking to educate more than the intellect, Villa Julie attempts also to provide a value-oriented education by emphasizing individuality, independence, openness, and responsibility. Foremost is its belief in the dignity of the individual: that each person has a unique potential for truth and goodness.

To facilitate the development of this potential, the College offers a sound educational program and promulgates policies which encourage the growth and maintenance of both individual and communal responsibility.

Redress of Student Grievances

The following procedures have been established to assure the resolution of student grievances in a reasoned and democratic fashion.

A. Informal Resolution

1. Academic Rights Violations

   A student who feels that his/her academic rights have been violated by another student, faculty member, administrator, or other member of the College community, should first attempt to informally resolve the alleged violation with the following persons:

   a. Person(s) directly involved;
   b. Instructor or staff member of his/her choice;
   c. Department chair; or
   d. Vice-President and Dean of the College.

2. Non-Academic Rights Violations

   A person in the College community who believes that his/her non-academic rights have been violated by another student, faculty member, administrator, or other member of the College community, should first attempt to informally resolve the alleged violation with the following persons:

   a. Person(s) directly involved;
   b. College Counselor;
   c. Director of Campus Life; or
   d. If a faculty member or administrative member is involved, their immediate supervisor.

   In the event that a resolution has not been reached, an investigation will be conducted to determine if the allegation has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean or President of the College. If so, such disposition shall be final and there shall be no subsequent proceedings.

B. Formal Resolution

In the event that informal efforts to resolve the matter fail, the grievance may be presented in writing to the College Hearing Board no sooner than five days after an informal resolution has been attempted. The procedure to be followed by the student is:

1. Initiate a hearing by requesting it in writing;
2. Select an advisor, if desired. The advisor must be a member of the College community.
3. Present the necessary evidence and/or witnesses in support of grievance to Hearing Board;
4. Be present to hear and question adverse witnesses during the hearing.

Disciplinary Proceedings

Villa Julie College affirms that "in developing a responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition." [1] In the event, however, of a violation of established policies and regulations by a student member, charges may be brought against the student violator by any member of the College community. Charges of academic violations are to be filed with the Vice President of the College. Charges of non-academic violations are to be filed with the Director of Campus Life. The student shall be informed in writing of the charge filed against him/her. The student may elect to meet informally with the Vice President of the College or the Director of Campus Life for resolution of the charges or may request that the charges be considered by the College Hearing Board.

The College Hearing Board

The College Hearing Board receives its authority from the President of the College. It shall consist of ten members, five of whom shall be designated by the President to sit on the Board at any one time. The members, representing administration, faculty and students, shall be nominated by the Student-Faculty-Administration Board and shall be appointed by the President of the College. A chairperson shall be selected by the President. The members shall serve for a year's term.

A. Jurisdiction

1. To hear academic and non-academic grievance appeals.
2. To hear appeals of charges of student violations of established policies and regulations.
3. To impose sanctions of warning, censure, and restitution as the situation demands.
4. To recommend to the President that suspension, dismissal, or expulsion be imposed.

[1] AAUP "Joint Statement on Rights and Freedoms of Students," 1967.

B. Procedures

The College Hearing Board shall adhere to the following procedures.

1. Promptly upon receipt by the Board Chairperson of a written request for a hearing, notice shall be given to the person requesting the hearing of the date and time of the hearing and the allegations on which the matter is based or the specifics of what action is requested;
2. The burden of proof shall rest upon the individual(s) requesting the hearing;
3. The accused has the right to be assisted by an advisor from the College community whose role is to meet and discuss the case prior to the hearing. The advisor has no standing in the proceedings, however, and may provide advice to the student(s) in a quiet manner that is not disruptive to the proceedings. Advisors are not permitted to speak or participate directly in the hearing;
4. The complainant and the accused and the Board shall have the privilege of presenting witness, subject to the right of questioning by the Board. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Board at the discretion of the Chairperson;
5. A complete record of the hearing shall be kept. Tape recordings shall be considered adequate;
6. The information presented at the hearing will be regarded as confidential to the Hearing Board, the President of the College, the Vice President and Dean of the College;
7. The decision of the Board is subject to approval by the President. The student has the right of appeal to the President;
8. If the accused student or student requesting the appeal does not attend the hearing, he forfeits his right to a hearing or appeal;
9. Grievance/disciplinary proceedings can be dropped at any time by mutual agreement; but cannot be requested again for the same grievance within thirty (30) days and without significantly new evidence.

Sanctions

Villa Julie recognizes that the goals of discipline are rehabilitation and deterrence. In this spirit, the following sanctions, although not inclusive, may be recommended or imposed as appropriate, by either the President, Vice President or Director of Campus Life, or the College Hearing Board.

1. Restitution. The student shall be liable for reimbursement for any damage of or misappropriation of either individual and/or community property. Forms for reimbursement may include appropriate service to repair or monetary compensation. Failure to make restitution within a reasonable time period can lead to further disciplinary action;
2. Warning. The student offender will receive verbal notice that he/she has violated College regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action;

3. Censure, including written notice of violation of College policies. This notice will be kept in the student's file for a limited duration as deemed appropriate by the President;

4. Suspension. The student shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;
5. Dismissal. The student shall be terminated for a indefinite period of time and may be readmitted to the College only with the specific approval of the President, Vice President, and Director of Campus Life. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President;
6. Expulsion. The student shall be terminated permanently without the possibility of readmission to the College. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

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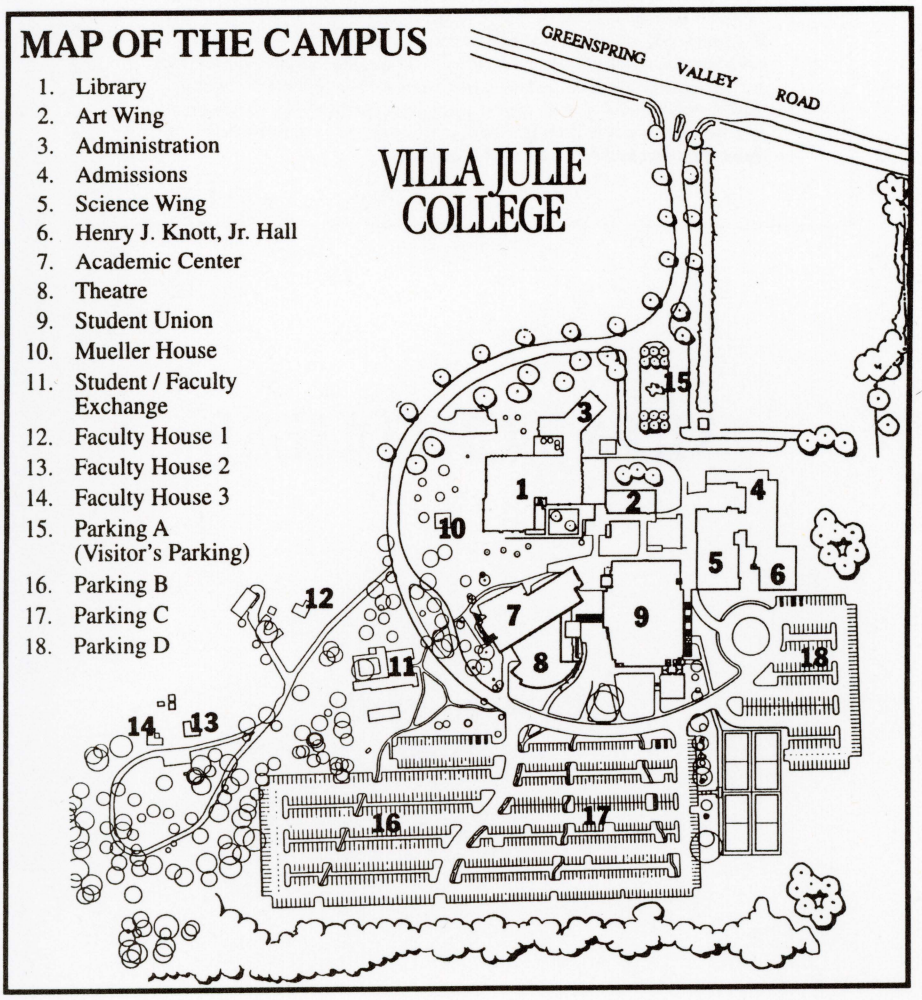
All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Villa Julie campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the College.

If any questions remain unanswered, however, the student should feel free to contact any member of the College staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

Have a happy year!

MAP OF THE CAMPUS



Notice of Nondiscriminatory Policy

Villa Julie College admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other College-administered programs. The college is committed to providing all students with an educational environment free of bias, discrimination, intimidation or harassment. In this regard, Villa Julie College complies with all relevant federal, state and local laws. The college also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, condition of handicap, veteran status, or otherwise. Students needing special accommodation to ensure barrier free access should contact the Section 504 Counselor.

VILLA JULIE COLLEGE

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